Course Syllabus                 MIC 101                    2016 Spring Quarter

Course Title & Item Number:
Introduction to Microcomputer Applications - MIC 101 – Online. Item #9138

Credits: 4   Lecture Hour Equivalent: 11   Lab Hour Equivalent: 33

This is an online course. The entire coursework is conducted through a course Web site.

Meeting Times: Online – asynchronous   Course Web site: CANVAS

Instructor: Yun Moh

Office Location: 2BE 3176-F

Office Hours: Virtual office hours will be announced

Message Phone: 206-651-5233   Division Office Phone: 206-516-3150 or 587-3830

Instructor's Email Address: Yun.Moh@SeattleColleges.edu   This is not the best email to reach the instructor. Instead, use the email in CANVAS (the course Web site).

ADA Compliance: If you need course adaptations or accommodations because of documented disabilities, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, contact the instructor at the beginning of the quarter or setup an appointment with the Disability Support Counselor in room BE 1112.

FERPA Compliance: This class will fully comply with the Federal Education Right to Privacy Act. If you have any question please see me, or the registrar or the division dean or office of disabilities

Educational Philosophy: A simple approach which happens to be the best one in learning computers and computer application is “learning by doing”. This hands-on approach is a remedy for anxiety you may have towards computers.

In learning software, you may get frustrated. Handling frustration and trouble-shooting problems are key parts of learning; success does eventually come with persistence. In addition, discovering and applying common concepts in learning software can be applied far beyond this classroom setting.

As technologies continue to evolve at a rapid pace, grasping these concepts will be even more beneficial than being an expert on just one application or one version of an application.

Course Description: The course introduces computer operations and microcomputer applications. The applications include widely used applications such as Microsoft Word, Excel, Access, PowerPoint, and Outlook. In addition, the course explores topics of the Internet and emerging technologies.

Software Requirements: The course instruction is based on the current versions of Microsoft Office applications on Microsoft Windows operating systems. It is possible to use the Mac version (Apple OS) for the most of the coursework, but you will still need a special setup for Microsoft Access since there is no Mac version of Access. You may either use a PC...
or partition your Mac to install Windows OS and Access application. The detail is in the course website. Other operating systems such as Google Chrome won’t work for the course.

**Course Purpose and Objectives:** The course’s goal is learning fundamental understanding of widely used computer applications, computer operations such as file management, and the Internet tools. The course’s emphases will be key skills and concepts in word processing, spreadsheet, database, presentation software, and the Internet. These skills can be built upon in depth either in the workplace or in additional courses.

In the course, the students will learn to perform essential application software used in business and in academic settings. Some prior experience with keyboarding, essential windows skills is expected. Integration of software applications will stress emphasize communicating, creating, analyzing, collaborating, and problem solving in applied real world problems and tasks.

**Learning Outcomes:** At the conclusion of this course, the students will be able to use:

- Articulate essential software and hardware vocabulary
- Use operating system tools to manage programs and files
- Use word processing application to create and revise academic and business documents
- Use spreadsheet application to construct simple financial models
- Use database application to construct and perform database operations
- Use presentation application to create slideshows
- Use personal information management tools to acquire, organize, maintain, retrieve and use information items such as documents, emails, and tasks
- Integrate tools of multiple applications
- Use the Internet to locate information and tools
- Use online knowledge-base and help tools for troubleshooting and problem-solving
- Integrate any of the skills listed above as needed

In addition to technical skills, students will be able to discuss and demonstrate fundamental concepts of Information Technologies and how they relate to businesses and personal lives.

These learning outcomes will be practiced and assessed through a series of independent and integrated assignments and projects. The instructor may assign a capstone project as an opportunity for students to combine knowledge and skills to produce a comprehensive project/task.

**Methods of Instruction:** The instructor will utilize a combination of following methods.

- Lecture and group discussion;
- Guided and independent hands-on practice; and
- Cooperative and individual activities to reinforce course goals.

Students’ active participation and communication are the keys to successful instruction.

**Required Textbook and Training Materials:**

- **The Textbook: Microsoft Office 2013 Skills Approach**
  - The detail is at the course website.
  - Authors: Cheri Manning and Catherine Manning Swinson

The following materials are also required. You may use the college computer lab for the following items.

- **Computer:** PC with newer Windows OS. *Apple Mac computers* have similar but different Office version than PC which is the textbook is based on. Also, Mac does not have MS Access. Contact the instructor for detail.
- **Software:** *Microsoft Office 2013 Professional* with *Word, Excel, PowerPoint, and Access*. Seattle Central students can get the software at no cost. The details in getting the software is in the course website.
- **High speed Internet connection - DSL or cable.**

**Required Materials:** You may use the applications installed in the computer lab system. Also, the lab account includes the use of the Computer Center, network file storage, and Web site space.

**Assignments:** Text book assignments, online skills training and assessment quizzes, projects, which align to course outcomes course objectives and outcomes. Assignments are listed on the weekly calendar on this syllabus. However, the most current assignments are listed at the course Web site.

Assignments are due in the following week. **Late assignments are accepted within a week after the due date with a 10% point deduction.** No late assignments are accepted after the last day of the course. If you are unable to complete the required assignments during the lab time, you are encouraged to use the Computer Center. If you have not used the Computer Center, please ask the instructor, or obtain an information flyer from the front desk in room 3148.

**Learning Resources:** Your success in learning is second to none. Communicate any concern to the instructor as the instructor may be able to provide comprehensive support for your learning.

The college offers various learning resources including the ones listed below.

- The Computer Center is open Monday through Saturday. The hours are listed at the Web site or call 206-587-4194.
- The Tutoring Center offers free tutoring. Tutors are available at the **College Tutoring Center** at room BE2102 (near the library). It is free. **Call:** 206-587-3852 to schedule.
- The training DVD that comes with the textbook bundle contains step-by-step presentation of skills from the textbook. It is very useful and excellent way to learn at your own pace and answer some issue you may have with certain parts of the textbook instruction.
- Various counseling and support services are available. Contact the division counselor at the division office.
Feedback and Course Policies:

- Assignments are graded during the following week after the due date. Feedback is provided along with grades. Should there be any concern; a student may request a student-teacher conference.
- For long-term projects, preliminary feedback is provided. Students are expected to follow up with the feedback.
- Your fellow students and the instructor expect courtesy, respect, and mature attitude.
- No late assignments will be accepted unless the student had an unavoidable situation such as acute illness.
- Assessments (quizzes) will cover all materials the class has covered including the textbook, discussion, and other materials.
- Students are encouraged to communicate each other with respectable manner.
- Individual works, including assignments, project and assessment will be done independently from each other. In other word, students must complete and turn in their own work. Otherwise, they may be dismissed from the course with a failing grade, and face disciplinary action from the college for plagiarism.

Evaluating Outcomes and Assessment: Various measure and assessments to measure your learning and success are included in the course. Usually, an evaluation is given after completing a major learning module such as word processing, spreadsheet, database, and presentation. Should there be any concern or discrepancy; a student may request a student-teacher conference.

Grading policy, Criteria and Scales

The final grade will be based on the following criteria:

| Weekly textbook/project assignments (18) | 60% |
| Weekly discussion/group learning assignments (10) | 20% |
| Exams* | 10% |
| Final Project | 10% |

Late assignments are subject to automatic deduction of 10% minimum.

* A makeup assessment may be given to only those students who had documentable illness, experienced extraordinary situation, or obtained a prior permission from the instructor.

The final grade will be based on the total points earned converted to a 4.0 scale as follows:

<table>
<thead>
<tr>
<th>4.0 Scale</th>
<th>Total Points Earned in Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>100-98</td>
</tr>
<tr>
<td>3.5</td>
<td>97-92</td>
</tr>
<tr>
<td>3.0</td>
<td>85-91</td>
</tr>
<tr>
<td>2.5</td>
<td>84-79</td>
</tr>
<tr>
<td>2.0</td>
<td>78-70</td>
</tr>
<tr>
<td>1.5</td>
<td>69-65</td>
</tr>
</tbody>
</table>

--- The course and assignment schedule continue on the next page. ----
**Calendar/Schedule:** The following schedule is subject to change. Verify with the schedule on the course Web site.

<table>
<thead>
<tr>
<th>Week</th>
<th>Contents</th>
<th>Units</th>
<th>Assignments</th>
<th>Average Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Course Policies &amp; Introduction Introduction to Microcomputer &amp; Windows environment Internet Browser File Management Introduction to WORD Creating and editing a document</td>
<td>Instructor’s resources. WORD Chapter 1 in SIMnet</td>
<td>File Management Preparing for lessons Discussion Word chapter 1 • SIMbook • Projects</td>
<td>2 1 1 3-4</td>
</tr>
<tr>
<td>Two</td>
<td>Formatting text, paragraph, and printing documents</td>
<td>WORD</td>
<td>Discussion topic – weekly</td>
<td>1 3-4 3-4</td>
</tr>
<tr>
<td>Three</td>
<td>Working with pictures, tables, charts, reports, references, and mailing</td>
<td>WORD</td>
<td>Discussion topic – weekly</td>
<td>1 6-8 1</td>
</tr>
<tr>
<td>Four</td>
<td>Basics of Excel and formatting</td>
<td>EXCEL</td>
<td>Discussion topic – weekly</td>
<td>1 6-8</td>
</tr>
<tr>
<td>Five</td>
<td>Using formula and functions Formatting worksheets and managing the workbook</td>
<td>EXCEL</td>
<td>Discussion topic – weekly</td>
<td>1 6-8</td>
</tr>
<tr>
<td>Six</td>
<td>Adding charts and analyzing data</td>
<td>EXCEL</td>
<td>Discussion topic – weekly</td>
<td>1/2 6-8 1</td>
</tr>
<tr>
<td></td>
<td>Basics of PowerPoint. Adding contents to slides</td>
<td>PowerPoint</td>
<td>Discussion topic – weekly PowerPoint Chapters 1 and 2</td>
<td>1</td>
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<tr>
<td></td>
<td>Formatting presentations Managing and developing presentations</td>
<td>PowerPoint</td>
<td>Discussion topic – weekly PowerPoint Chapters 3 and 4</td>
<td>1</td>
</tr>
<tr>
<td>Nine</td>
<td>Introduction to Access Working with tables</td>
<td>Access</td>
<td>Discussion topic – weekly Access Chapters 1 and 2</td>
<td>1</td>
</tr>
<tr>
<td>Ten</td>
<td>Working with forms and reports Using queries and Organizing information</td>
<td>Access</td>
<td>Discussion topic – weekly Access Chapter s 3 and 4</td>
<td>1</td>
</tr>
<tr>
<td>Eleven</td>
<td>Integrating Word, Excel, Access, and PowerPoint</td>
<td>Integrating Word, Excel, Access, and PowerPoint</td>
<td>Discussion topic – weekly Integrating Word, Excel, Access, and PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>Final</td>
<td>Final Exam/Project</td>
<td>Final project</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Daily Study Schedule:** While regular log in to the course Web site is not graded, I strongly suggest you to log in and participate online activities such as weekly discussions on a daily basis. It has been my observation that studying daily improves student’s success in this course. No amount of make-up work can replace the consistent daily study time.