University of La Verne
COMPUTER SCIENCE & COMPUTER ENGINEERING PROGRAM
Main Campus, Spring 2018

⌂ COURSE INFORMATION:
Title: CMPS/BUS 200: INFORMATION TECHNOLOGY
Units: 2.0 Credit Hours
Pre-Req.: None.
Attributes: UVLL Lifelong Learning
Requirements: This course is a graduation requirement for BUS, Information Technology, and e-commerce majors.
Class Location: Online
Time: Monday 1:00 AM – Sunday 12:00AM

INSTRUCTOR INFORMATION:
Instructor: Dr. Seta Whitby, Full Professor
Office: FH 215
E-mail: swhitby@laverne.edu
Phone: (909) 448-4572
Office Hours: Tuesday 10:00-11:00 AM
               Take an appointment by clicking on drseta.youcanbook.me

✍ COURSE DESCRIPTION:
This course is PC Based Course.

As a student in this course, you will learn the most important topics of Microsoft Office 2016. No prior computer experience is assumed. First you will become familiar with essential computing concepts. Then, you will learn file management, the basics of browsers and e-mail, and overview Microsoft Office 2016. The first application unit covers Microsoft Excel 2016, followed by a unit on Microsoft Word 2016. You will then learn to integrate the features of Microsoft Word and Excel. Next, you will learn how to create, build, and maintain a Microsoft Access database, followed by a lesson on integrating Access with Word and Excel. The last application you will cover is Microsoft PowerPoint 2016, where you will create, apply and modify a presentation, then integrate PowerPoint with the previous three applications.

📖 TEXTBOOK:
David Beskeen; Carol M. Cram; Jennifer Duffy; Lisa Friedrichsen; Elizabeth Eisner Reding. Illustrated Series Microsoft Office 365 Office 2016, Illustrated Series, Course Technology.
ISBN-10: 1-305-87602-4
ISBN-13: 978-1-305-87602-6

✑**COURSE OBJECTIVES:**

Students enrolled in this class will be able to fulfill the following **program objectives**:

1. Acquire basic concepts in Information Technology.
2. Communicate effectively both orally and in writing to their peers.
3. Acquire leadership skills and collaborate in team projects.
4. Acquire project management skills including data collection, time management.
5. Be prepared to do research and acquire problem solving skills for decision making.
6. Obtain a sense of "urgency" to meet deadlines.

Students enrolled in this class will be able to fulfill the following **General Education Lifelong Learning** outcomes:

1. Demonstrate proficiency in skills that sustain lifelong learning, particularly the abilities to think both critically and responsibly and to access, evaluate, and integrate information.
2. Demonstrate the ability to determine and use the appropriate technology to support information search and discovery methods.

🗁*CLASS CLIMATE:*

☏**Communication:** Please be consistent and type "***200:***" in the subject section of your e-mail messages. Moreover, please do not forget to **sign (type) your name** at the end of your e-mail messages. Treat your Student ID as your Social Security Number, **DO NOT use your student ID in your e-mail messages.**

☺**Climate:** The approach that I will use for this course takes the view that the instructor and students *work in a collaborative effort* that recognizes the uniqueness of each person and encourages teamwork. As such, we are all co producers in learning. The underlying assumptions are that individuals are capable of changing their behavior, and are responsible for what happens to them; and that one person can never assume responsibility for another person's change. This means that *you must assume responsibility for learning and for the evaluation of that learning*.

📰**Class session:** This course will be conducted as a set of workshops.

o The role of *the instructor* in this environment will be: to establish a framework and put together a set of materials for exploration, to provide knowledge, opinions, and feedback about the process, and to provide guidance during the process of doing assignments.
o The role of *the students* will be to: Participate, do assignments, take exams, complete the project, and present findings.

✑*Discovery Learning:* A learning strategy that you will use in this course is called the discovery frame. The discovery frame emphasizes learning from your own experiences -- discovering new knowledge rather than importing it from someone else's knowledge base. The key characteristics of this frame are:

➢ All resources necessary for learning are resident in the individual.
➢ It is learning through doing.
➢ It is information gathering without evaluation. Ask yourself. "How did I do that? Can I do it again?" rather than "Did I do it right?"
➢ It causes you to identify behavior patterns that make a difference for you.
➢ It focuses on success and the use of feedback -- you cannot succeed unless you stop and ask: "How did I succeed?"

The use of the discovery frame highlights additional goals in this course: to help you learn how to learn, and to learn that **learning can be fun**. This course aims to provide you with the tools and techniques that will help you continue to learn from your own experiences.

✎ EVALUATION AND GRADING:

- You will be evaluated based on your combined performance on participation, homework assignments, project, and exams.
- Your ability to understand and follow the directions in the text thoroughly will be an essential component for successful completion of the projects/homework.
- The following grading scale will be used:

Assessment	Total Points	Percent
1. Attendance (email your instructor) *Individual* (5p.) 5 x 10	50	5%
2. Practice skills by following chapters (5p./module) 18 x 5	90	5%
3. Homework Independent Challenge 2. *Individual* (10p.) 17 x 10	170	10%
4. Facilitation *Team* (50 p.) (10 p. Ice Breaker + 30 p. facilitating + 10 p. Reflection)	50	10%
5. Participation *Individual* (10p.) 6 x 10	60	10%
6. Project *Individual / Team* (60 p. Content + 10 p. PowerPoint + 30 p. final project report)	100	20%
7. Midterm Exam #1, Midterm Exam #2 *Individual* (100 p. each)	200	15%
8. Final Exam *Individual* (100 p.)	100	20%
9. Quizzes *Individual* (10p.) 7 x 10	70	5%
Total:	**890**	**100%**

95 – 100 = **A,**   90 – 94 = **A-,**   87 – 89 = **B+,**   84 – 86 = **B,**
80 – 83 = **B-,**   77 – 79 = **C+,**   74 – 76 = **C,**   70 – 73 = **C-,**
67 – 69 = **D+,**   64 - 66 = **D**,   0 - 63 = **F**

Note: CRD/NCR grade option is not allowed in the major. INC will be granted only if there was an emergency during the final exam.

✐PLAGIARISM POLICY:
Each student is responsible for performing academic tasks in such a way that honesty is not in question, unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity: 1) All tests, term papers, oral and written assignments, and recitations are to be the work of the student presenting the material. 2) Any use of the wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires "quotation" format. 3) Deliberately supplying material to a student for purposes of plagiarism is also culpable. The dean may place on probation, suspend, or expel any student who violates the academic honesty policy. (See ULV catalog) Please see the instructor for any questions or clarifications of the above policy.

✍**NATURE OF ACTIVITES AND REQUIREMENTS:**

1. ✍**Attendance:** *Individual effort*. Students are expected to communicate with the instructor on a weekly basis. I would like to hear your good news as well as your bad news. If you have nothing to share, tell me a joke. (5 points per week.) **You need to e-mail me at least once a week to earn the 5 points for Attendance.**

2. ✍**Homework assignments**: *Individual effort.* Your Homework assignments are the **"Independent Challenge 2"** of each module *(10 points each)*. Please use **Headers and Footers** in every assignment you turn in (Look at the syllabus as a sample of the standard).

3. ⌨**Facilitation (Asynchronous) Leadership Skills:** *Team effort.* Total of 5 Discussions. All students are required to critique their classmates' projects and recommend strategies for improvement. Throughout the term each team is required to ***Facilitate and Moderate*** one week. Please follow the procedure:

    First, the facilitating team will post an ICE BREAKER to create trust / community and get to know each other. on *Sunday at 6:00pm <u>prior to their facilitation</u> (10 p. for posting on time, 2 points penalty per day).*

    Second, the facilitators will take the responsibility of controlling and moderating the dialogue during **the whole week**. The faculty will not participate in the discussion but will observe the performance and e-mail the facilitators a daily feedback (*30 p. for facilitating*).

    Third, at the end of the week, the facilitating team will post their **personal reflection of the process and identify key learnings.** *(10 p. for reflection).*

    <u>The class will be divided into 5 teams. The team members will distribute the facilitation load among themselves</u>.

4. ✍**Participation:** *Individual effort.* Class participation is vital. Throughout the term you will be following the Facilitator's lead. ***<u>You may post maximum 2 to the ice-breaker and the rest to the critique</u>***. You will be making constructive critique and recommendation comments to your classmates' projects. **Please follow class norms and Netiquettes** *(2p. /post, the individuals will receive full points when they post total of 5 times (**meaningful/value added**) postings per week. Postings must be at least 5 words long to count).*

5. ✍**Project:** *Individual/Team effort.* Outside class project is a fundamental part of the learning process. You are expected to (1) complete an **individual** outside class project that integrates all the applications you learned in this class. (2) You are expected to write a project report with an Executive summary as a **team** about your projects (60 p. Content + 10 p. PowerPoint + 30 p. final project report).

    Each Team will choose a real live organization as their Project Topic. Students are encouraged to use their own work environment as their project. Each Team member will role play an important position of that organization. i.e.: Vice President of Marketing, or Vice President of Human Resources, etc. You will apply and integrate all the skills you learned in the class in the project. For example: Assuming you are the Chief Human Resource person: you have created a flyer inviting your employees to a retirement benefit event, you have created an Excel spreadsheet to demonstrate how much your employees borrowed with interest, etc., You used Access Database to keep track of your employee addresses and cellphones, etc.

✑ <u>Assessments:</u>

6. 🖥️<u>**Exams:**</u> *Individual effort.* All students are to take the 2 Midterm exams to complete their course work. **No makeup exam will be given**. These exams are multiple choice questions. **The Exams are online** *(100 points each).*

7. 🖥️<u>**Final exam:**</u> *Individual effort.* The final exam (given according to the university schedule for final exam week) is cumulative. **No makeup exam will be given. The final exam will be online** *(100 points).*

8. 🖥️<u>**Quizzes:**</u> *Individual effort.* A 10-minute timed **Quiz** will be given. These quizzes are 10 multiple choice questions [5 questions per module]. (Recommended study sequence: read the chapter → study the lecture notes → do your homework → review your notes → take the quiz). ***<u>Be careful the quiz is timed for 10 minutes, once your time has expired you cannot take it again and you will receive 0 for that quiz</u>***. *(10 points each)*.

☑**TENTATIVE WEEKLY PLAN**

Week	Topic	Due Dates
1. 3/26/18 – 4/1/18	Introduction, Blackboard, Grouping **Word 2016** Module 1: Creating Documents with Word 2016 Module 2: Editing Documents	**Fact Sheet, Pre-Test** Module 1: Independent Challenge 2 Module 2: Independent Challenge 2 / Quiz 1 **Select Project Title**
2. 4/2/18 – 4/8/18	**Word 2016** Module 3: Formatting text and paragraphs Module 4: Formatting Documents	Module 3: Independent Challenge 2 Module 4: Independent Challenge 2 / Quiz 2 Project Progress Report 1 Team 1 will Facilitate
3. 4/9/18 – 4/15/18	**Excel 2016** Module 1: Getting Started with Excel 2016 Module 2: Working with Formulas and Functions	Module 1: Independent Challenge 2 Module 2: Independent Challenge 2 / Quiz 3 Project Progress Report 2 Team 2 will Facilitate
4. 4/16/18 – 4/22/18	**Excel 2016** Module 3: Formatting a Worksheet Module 4: Working with Charts	Module 3: Independent Challenge 2 Module 4: Independent Challenge 2 / Quiz 4 Project Progress Report 3 Team 3 will Facilitate
5. 4/23/18 – 4/29/18	**Midterm 1 Exam** **Integration** **Module 1: Integrating Word and Excel**	Module 1: Independent Challenge 2/ **Midterm Evaluation Survey**
6. 4/30/18 – 5/6/18	**Access 2016** Module 1: Getting Started with Access 2016 Module 2: Building and Using Queries	Module 1: Independent Challenge 2 Module 2: Independent Challenge 2 / Quiz 5 Project Progress Report 4 Team 4 will Facilitate
7. 5/7/18 – 5/13/18	**Access 2016** Module 3: Using Forms Module 4: Using Reports	Module 3: Independent Challenge 2 Module 4: Independent Challenge 2 / Quiz 6 Project Progress Report 5 Team 5 will Facilitate
8. 5/14/18 – 5/20/18	**Midterm 2 Exam** **Integration Module 2: Integrating Word, Excel, & Access**	
9. 5/21/18 – 5/27/18	**PowerPoint 2016** Module 1: Creating a Presentation in PowerPoint 2016 Module 2: Modifying a Presentation	Module 1: Independent Challenge 2 Module 2: Independent Challenge 2 / Quiz 7

		Project Progress Report 6
		Team 6 will Facilitate
10. 5/28/18 – 6/3/18	**PowerPoint 2016** Module 3: Inserting Objects into a Presentation Module 4: Finishing a Presentation **Final Exam**	Module 3: Independent Challenge 2 Module 4: Independent Challenge 2 **Course Evaluation**

<u>Class Norms</u>

1. Start and end on time (1 AM on Monday – 12 AM on Sunday).

2. Decisions by consensus.

3. Address the issue, not the person.

4. Ask clarifying questions at all time (do not assume).

5. Come with an open mind and be flexible, Give honest feedback.

6. Take time to reflect (Active listening).

7. Accept all ideas.

8. Have fun/ sense of humor (If one succeeds, we all succeed!!).

University of La Verne

CMPS 200: Information Technology

Project Title

Prepared by
Team # and Names of Team members

Spring 2018
Instructor: Dr. Seta Whitby