

Syllabus – CSC 105, Fall 2009

Instructor

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Textbook Package

EXPLORNG MICROSOFT OFFC 07&MIL&TRANS GD by GRAUER

Individual ISBN Numbers for Textbook Kit
0131575643 - Exploring Microsoft Office 2007 Volume 1
0135132770 - myitlab for Exploring Microsoft Office 2007

CSC 105 Web Site

There is a significant amount of information about this course that can be found online. The URL of the CSC 105 home page is: <http://csci.usd.edu/csc105> . You will use your University of South Dakota email logon id and password to access the website.

Desire2Learn

Desire2Learn will NOT be used.

Course Design

This course is designed for students who want to learn how to apply computer technology to college study and professional-level activities after graduation. For this reason, CSC 105 will focus on personal computers and application software (specifically word processing, spreadsheets, data management, and presentation graphics). It is not required that you have had previous experience with computers, computer programming, or advanced mathematics.

When you have completed this course, you should be able to effectively use computer technology. Specifically, you should be able to: discuss the components of a personal computer system; use a personal computer operating system to perform a variety of file manipulation operations; use a word processing system at an advanced level; use a spreadsheet program for tabular computations; create a spreadsheet template; and display the contents of a spreadsheet in graphical form. You should also be able to create presentations and present slide shows using a presentation graphics system. You will also be introduced to the Internet and the World Wide Web. You will be required to use electronic mail. Most of all, you should be able to apply personal computer technology in a way that will help you work with information more productively in your chosen major, career, or profession.

Software and Hardware Requirements

Primarily, you will be learning the following 4 Microsoft Office 2007 software tools in this course:

- Word
- Excel
- PowerPoint
- Access

The software can be purchased from Microsoft at www.Microsoft.com/TheUltimateSteal.

Electronic Mail, Attendance, & Deadlines

Electronic mail will be used extensively. You are responsible for reading your University of South Dakota e-mail account on a regular basis as you are completing the requirements for this course.

You will note in the following sections concerning assignments and exams, that there are deadlines involved. Be assured that these deadlines are firm. You will need to pace your progress accordingly.

Assignments

The assignments will require you to use Microsoft Office 2007. Your lab assignments are expected to be your own work. This does not mean you should never discuss lab problems with other students in the class. Working in total isolation is probably not the most effective way to solve problems using computers. It is likely that you will not be able to do well on the exams if you do not complete and understand the assignments. Due dates for the assignments can be found on the CSC 105 web site.

Grading Policy

A-	90%-100%
B-	80%-89%
C-	70%-79%
D-	60%-69%
F-	Less than 60%

Grade distribution:

- Assignments make up 40% ,
- Exams make up 60% of the final grade.

*Timeliness of the assignments is considered in computing a final grade.

Academic Honesty

Because the entire educational process rests upon an atmosphere of academic honesty and trust, the College community must promote and protect the sanctity of such an environment at the University. To that end, the College of Arts and Sciences considers the following infractions as being inimical to the objectives of higher education:

Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. (Student Conduct Code)

Plagiarism is defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. (Student Conduct Code)

At the discretion of the instructor, a student caught cheating or plagiarizing may be:

- a. Given a zero for that assignment.
- b. Allowed to rewrite and resubmit the assignment for credit.
- c. Assigned a reduced grade for the course.
- d. Dropped from the course.
- e. Failed in the course.

Need for Assistance

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact:

Ernetta L. Fox, Director
Disability Services
Room 119 Service Center
(605)677-6389

www.usd.edu/ds; dservices@usd.edu.