

School for New Learning

DePaul University

Course Syllabus: SW 336 Contemporary Computing

Year and Quarter: Fall 2009

General Information

Faculty: Michael W. Lightfoot, MEd
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This course is taught separately at the Oak Forest and the Naperville Campuses. This syllabus covers both courses.

Location Naperville
Dates: Thursday, September 10th – November 19th 2009
Hours: 06:30 p.m. – 09:30 p.m.

Location Oak Forest
Dates: Wednesday, September 9th – November 18th 2009
Hours: 06:30 p.m. – 09:30 p.m.

Course Description and Faculty Biographical Sketch

The twentieth century not only brought us the dawn of the Information Age, but continued to bring us rapid changes in information technology. All computer systems and applications will change over time. As business requirement change and new techniques are implemented, computers and applications will need changes to keep pace. As we begin the 21st century, computer literacy will undoubtedly become prerequisite in whatever career a student chooses.

In this course, we will enhance your knowledge of Microsoft Office software applications. The class consist of some lecture and mostly computer Lab activities. We will expand your knowledge and skills required for communicating and moving information electronically by introducing you to application shortcuts and seldom used features. We will also gain an appreciation for the effect of information technology on people. The framework of this course is based on the use of **Microsoft Office 2007** software to include **Word, Excel, Access, PowerPoint** and **Office Tools** with specific hands-on exercises in the computer Lab. This class assumes you have a basic knowledge of earlier versions of Microsoft Office (2000-03). We will also introduce you to features of the **Vista Operating System**.

Michael Lightfoot is a visiting faculty member at SNL. He was formally Vice President, Manager of Technology Support at First Chicago NBD Bank (Chase). He has over thirty years of comprehensive computer information systems experience to include computer center operations management, networking, systems auditing, application development, project management and systems hardware/software training. Mr. Lightfoot has a B.A degree in information systems and an M.S. in education. He currently has his own consulting business and provides technical training and consulting services for the University of Chicago Hospital, and the Chicago Public Schools.

Competencies:

Individual Focus Area

FX: This competency written by student and SNL faculty member.

Experiencing Science

S1D: Can design and plan an information technology solution for a problem.

Science, Technology and Society

S3X: Can discuss new technologies, how they enhance human performance, and can analyze technologies from several perspectives.

Information Technology

S5: Can use current information technology for integrated solutions to problems.

Outcomes:

Upon successful completion of this course, you, the participant will

- Understand the overall purpose of the Microsoft Office 2007 applications.
- Use the current Microsoft suite of software applications at an advanced level including word processing, presentation software, database management, and spreadsheets. Use the Vista Operating system efficiently.
- Use and comprehend the structure of current Internet technology including web browsing.
- Identify a problem or problems that require(s) an information technology solution and apply a tentative solution demonstrating command and in-depth knowledge of the tools and techniques used.

Learning Experience:

Through lectures, discussion, collaborative learning, experiments and Lab: work, you will learn how to use the various Microsoft Office applications (Word, Excel, PowerPoint, Access) to solve problems relating to business as well as personal situations. You will access the Internet and use various Internet tools for research and information queries.

You will be asked to: 1) read the assigned readings for each class and locate additional material on your own; 2) participate in class discussions; 3) participate in computer Lab: assignments; 4) access the internet and perform structured search activities; 5) create a computer application product/s; 6) and perform a class presentation of your product/s.

Required Textbook:

Office 2007 All in One Desk Reference For Dummies by Peter Weverka (Author).

ISBN: 978-0-471-78279-7, Wiley Publishing, Inc.

Recommended Textbook

Windows Vista Just the Steps For Dummies By Nancy C. Muir (Author).

ISBN: 978-0-471-78685-6, Wiley Publishing, Inc.

These books are excellent reference sources and can be used as you continue to improve your Microsoft Office application skills

Attendance and Participation:

Attendance and participation are essential. In the event of an absence it is imperative that you (1) let me know ahead of time, and (2) contact a classmate ahead of time to be your "tutor" for the missed session. Always do your reading assignments prior to each class.

Evidence the students will submit:

You will demonstrate your competence through your class participation, Lab: assignments and individual presentation/s. Specifically you will demonstrate your achievement of your competence by identifying problems in which information technology will provide solutions. You will solve these problems by creating products such as (but not limited to) a Word, Excel, PowerPoint, and/or Database application. The student's product/s should demonstrate understanding and use of the full range of capabilities, including advanced capabilities, integrated use of these products and the use of the technologies employed. You will also demonstrate your competence by presenting your product/s to the class (15 minute presentation)

Criteria for Assessment:

- 30%** Lab: Activities: - How well are you able to perform the requirements listed in the ***Evidence the students will submit*** above.
- 30%** Participation and Contribution - Did you attend all sessions? How well did your questions and comments advance your own learning and support the learning of others in the class?
- 40%** Individual Presentation/Application Product.

Work Will be Evaluated As Follows:

A= *designates work of superior quality; reflects thorough and comprehensive understanding of the Microsoft suite of applications and their advanced features. Demonstrates creativity in the development of your application product. Demonstrates advanced features specific to the applications covered in class that will help enhance the learning experience of the class.*

B= *designates work of good quality; reflects clearly organized and comprehensive understanding of the Microsoft suite of applications and able to clearly demonstrate their features. Demonstrates creativity in the development of your application product.*

C= *designates work which minimally meets requirements set forward in assignment; reflects some knowledge of the Microsoft suite of applications but no creativity or originality in the development of you application product .*

D= *designates work of poor quality which does not meet minimum requirements set forth in the assignment; demonstrates lack of understanding of the Microsoft suite of applications and are not able to demonstrate the use of these products*

This class is graded using letter grades; students always have the option of taking this course Pass/Fail. If you intend to do so, you must inform me early in the course. Once you commit to taking a course Pass/Fail, you cannot switch back to a letter grade.

Policy on Incompletes:

It is expected that students will complete course assignments and evidence by specified due dates within the quarter. In circumstances which the instructor determines to be exceptional, when a student is unable to complete required course work by the established due dates, the student may request that a grade of Incomplete (IN) be issued. This request must be made formally, in writing, by completion of an IN Request Form that the student signs. The form specifies the final date by which all outstanding coursework must be completed. Failure to submit outstanding work by the specified due date will result in a grade change from IN to W or FX for each enrolled competence, along with serious

academic and/or financial consequences. **After the final submission deadline, the student will have no further opportunities to submit work for a passing grade.**

Class Schedule: Topic and Time Frame:

Date	Topic	Assignment
09/09/09 at OF or 9/10/09 at Naper.	Overview of Course and Review of Syllabus <ul style="list-style-type: none"> • Explanation of computer products • Lecture: Your Future and Computer Competency(ppt 1,2) <ul style="list-style-type: none"> ○ People, Software and Data • Application Software <ul style="list-style-type: none"> ○ General Purpose applications ○ Word Processors ○ Spreadsheets ○ Database Management Systems ○ Presentation Graphics • Operating System Software • Office 2007 Basics and Options <ul style="list-style-type: none"> • Navigating • Compatibility 	
09/16/09 at OF or 9/17/09 at Naper.	Word Processing (Microsoft Word) <ul style="list-style-type: none"> • Computer Lab: 06:30 – 09:30 Word Processing Application Software (Microsoft Word) <ul style="list-style-type: none"> ○ Speed Techniques for Using Word. ○ Laying Out Text and Pages. ○ Word Styles. ○ Desktop Publishing with Word. ○ Getting Word’s Help with Office Chores. ○ Tools for Reports and Scholarly Papers. 	<u>Book II</u> <u>Chpt 1 thru 6</u> <i>Students should only scan the chapters and be familiar with the content prior to class</i>
09/23/09 at OF or 9/24 at Naper.	Spreadsheets (Microsoft Excel) <ul style="list-style-type: none"> • Computer Lab: 06:30 – 09:30 Spreadsheets Application Software (Microsoft Excel) <ul style="list-style-type: none"> ○ Using Shortcuts ○ Up and Running with Excel. ○ Refining Your Worksheet. ○ Formulas and Functions for Crunching Numbers. ○ Making a Worksheet Easier to Read and Understand. 	<u>Book V</u> <u>Chpt 1 thru 5</u> <i>Students should only scan the chapters and be familiar with the content prior to class</i>
09/30/09 at OF or 10/1 at Naper.	Spreadsheets (Microsoft Excel) Continuation <ul style="list-style-type: none"> • Computer Lab: 06:30 – 09:30 Spreadsheets Application Software (Microsoft Excel) <ul style="list-style-type: none"> ○ Analyzing Data. ○ Filtering ○ Pivot Tables 	<u>Book V</u> <u>Chpt 1 thru 5</u> <i>Students should only scan the chapters and be familiar with the</i>

	<ul style="list-style-type: none"> o Seeing Data in Charts o Hyper linking o OLE 	<i>content prior to class</i>
Date	Topic	Assignment
10/07/09 at OF or 10/08 at Naper.	Presentation Software (Microsoft PowerPoint) <ul style="list-style-type: none"> • Computer Lab: 06:30 – 09:30 Presentation Software (Microsoft PowerPoint) <ul style="list-style-type: none"> o Getting Started in PowerPoint o Entering the Text o Advanced Formatting Techniques o Making Your Presentation Livelier o Hyperlinks o Giving the Presentation 	<u>Book IV</u> <u>Chpt 1 thru 5</u> <i>Students should only scan the chapters and be familiar with the content prior to class</i>
10/14/09 at OF or 10/15 at Naper.	Access Databases (Microsoft Access) <ul style="list-style-type: none"> • Computer Lab: 06:30 – 09:30 Database Application Software (Microsoft Access) <ul style="list-style-type: none"> o Introducing Access o Building Your Database Tables o Importing/Exporting Data o Entering the Data o Sorting, Querying, and Filtering for Data o Presenting Data in a Report 	<u>Book VI</u> <u>Chpt 1 thru 5</u> <i>Students should only scan the chapters and be familiar with the content prior to class</i>
10/21/09 at OF or 10/22 at Naper.	Internet/Browsers (ppt 5) <ul style="list-style-type: none"> • Computer Lab: 06:30 – 09:30 The Internet and the Web <ul style="list-style-type: none"> o Accessing the Internet. o Browsing the Web with Internet Explorer. o Web Pages o Internet Service Providers (ISP) o PC Maintenance (Cookies, Temp files) o Search Tool Activities Communications and Networking (ppt 6)	<u>Part II</u> <u>Chpt 6 thru 9</u> <u>Part III</u> <u>Chpt 10 & 11</u> <i>Students should only scan the chapters and be familiar with the content prior to class</i>
10/28/09 at OF or 10/29 at Naper.	Windows Vista and Office Tools <ul style="list-style-type: none"> • Computer Lab: 06:30 – 09:30 <ul style="list-style-type: none"> o Windows Vista Menus o Windows Basics o File and folder management o Making Windows Vista Work Your Way o The Internet (Properties, Options) o Snipping Tool o Sticky Notes o Speech Recognition o Fixing Common Problems 	<u>Part I</u> <u>Chpt 1 thru 6</u> <u>Part VI</u> <u>Chpt 17 thru 19</u> <i>Students should only scan the chapters and be familiar with the content prior to class</i>

Date	Topic	Assignment
11/04/09 at OF or 11/05 at Naper.	Student Presentations <ul style="list-style-type: none"> • Computer Lab: 06:30 – 09:30 • Half the students will present their computer product/s to the class. 	
11/11/09 at OF or 11/12 at Naper.	Student Presentations <ul style="list-style-type: none"> • Computer Lab: 06:30 – 09:30 • The remaining students will present their computer product/s to the class. 	
11/18/09 at OF or 11/19 at Naper.	Follow-up	

Computer Labs:

Computer Labs are at all DePaul campuses. In **'the Loop**, the Lab: is located in Lewis Center in room 1420. At **Lincoln Park**, the Lab: is located in the Schmidt Academic Center (SAC) in room 238. At **O'Hare** the computer is near the Library. **At Oak Forest and Naperville**, ask at the front desk for directions.