

Title: **SW 339 Using Technology at the Workplace**
 Dates: September 12 – November 21, 2005, Mondays, 6:00 – 9:00 p.m., Loop Campus
 Computer Lab - Lewis (Room # TBA)
 Instructor: Andrew Ramos
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Course Description

This course concerns the effective use of microcomputer technology for working professionals, business analysts, project administrators, and support specialists. The course utilizes a project-oriented approach to achieving computer software proficiency in a PC environment, using word processing, spreadsheets, databases, e-mail, and Internet applications. Students will analyze real-world situations, identify underlying issues and possible solutions, and apply best use of technology and available resources to accomplish tasks and goals. Students should have a basic familiarity with the use of microcomputers in a Windows environment.

About the Instructor

Andrew Ramos has over 25 years of work experience in the areas of finance, transportation, and education. He has held senior management and administrative positions, and he has collaborated with business leaders among the financial, information systems, and research sectors. Andrew Ramos is owner of a business writing and web design firm. He holds a Master of Science in Communication from Northwestern University.

Competencies Offered

S-1-D	Can design and plan an information technology solution for a problem.
S-5	Can use current information technology for integrated solutions to problems.
F-X	Can apply appropriate technologies to workplace environments.

This course integrates all competencies identified above.

Learning Experience

Learning strategies include lectures, discussions, hands-on training in the computer lab, presentations and feedback.

The class will spend a significant amount of time in the computer lab (Lewis Room #___), where we will use Microsoft Office XP (Word, Excel, Access, and PowerPoint). We will also discuss e-mail techniques and utilize Internet navigation.

The following textbooks will be used in class:

Required: Master Visually Office XP. O’Hara.
 ISBN 0-7645-3599-4

Recommended: Handbook of Technical Writing. Alred, Brusaw, Oliu. 7th Edition.
 ISBN 0-312-30923-6

Students will be expected to bring a couple of blank diskettes or CDs to save their work.

Evidence the Students will Submit

Competence will be demonstrated through evidence submitted by students in the form of writing assignments and projects.

Evidence	Evaluation Criteria -- Ability to:
Writing Assignments	Demonstrate understanding of ideas from readings, lecture, and lab. Communicate ideas, provide examples, and support.
Projects	Design, plan, and execute a project. Use software features and functions (skill).

	Target audience and convey message (organization). Proofread document (proper use of grammar and punctuations; accuracy as it relates to arithmetic functions) Apply best use of technology and available resources to accomplish goals.
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Criteria for Assessment

Attendance	10 points
Class Participation	10 points
Writing Assignment #1	10 points
Writing Assignment #2	10 points
Project #1	15 points
Project #2	15 points
Project #3	15 points
Project #4	<u>15 points</u>
Total	100 points

Attendance is mandatory.

Students who miss more than 2 classes will be required to drop the course.

Writing assignments and projects (in print format) are due at the start of the class.

The instructor assumes that all submitted assignments comprise work that you yourself have done.

Incomplete grades of IN will be issued under exceptional cases only.

Class Schedule (Tentative)

Note: Writing assignments and projects are due at the start of class, on the dates indicated below.

Date	Description	Project & Assignments	Required Readings
9/12/05	Overview of Course	*** A detailed syllabus will be distributed on the first night of class.***	
9/19/05	Windows File management & other topics Word processing Begin, Edit, Save, Print		
9/26/05	Word processing Format Tables Text conversion		
10/3/05	Spreadsheets Begin, Edit, Save		
10/10/05	Spreadsheets Formulas Data sort		
10/17/05	Spreadsheets Charts Importing text		
10/24/05	Database Design Begin, Edit, Save		
10/31/05	Database Design		

	Forms, Sort		
11/7/05	Database Design Query, Report		
11/14/05	PowerPoint		
11/21/05	Internet Navigation for Work, School, Home/Community Search Engines Functions: E-mail, Attachments, Copy/Paste; Links		

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