

# Using Technology at the Workplace – SW-339

O'Hare Campus

Fall 2009

Wednesday 6:30 to 9:30 pm

Michele Savage

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## Course Description

This course will assist students in developing broad knowledge on how to use Microsoft Office Suite version 2007 in their personal and professional life. This class consists of lecture, discussion, review, and guided practice. Students will complete independent activities, assignments and projects. Participants will research and discuss how technology influences the modern workplace.

## About the Instructor

Michele Savage earned her MA in Communications from Northern Illinois University. She has taught Multimedia Communication at the College of DuPage, Graphic Design at Westwood College of Technology, Visual Communication at the Illinois Institute of Art and Film Appreciation and History at Triton. Presently she works at DeVry University Online Services as a CRM Trainer.

## Competencies Offered

Competence	Statement
S-1-D	Can understand general computing principles and solve problems using computer-based solutions
S-5	Can use current information technology for integrated solutions to problems
F-X	Can evaluate the role and impact of mass media or information technology on society.

## The Learning Experience

Each class meeting will take place in a computer lab and will consist of guided exercises and an opportunity for students to work on their own projects. Students will be required to complete assignments using Microsoft Office Software.

## Attendance and Participation

Regular attendance is required. Students who miss more than one class session will not be eligible for a passing grade in the course, and grade incentives will be offered to those students who attend and participate in all class sessions. Students are expected to be in class on time, and to remain until the class ends.

In addition to regular attendance and participation, students are required to be attentive and respectful of others in class. This means that when the instructor or another student is addressing the class, everyone is expected to listen attentively and to refrain from engaging in conversations or any other activities that constitute distractions. Students who do not abide by this guideline will not be permitted to continue with the course.

## Required Textbook

Microsoft Office 2007-Illustrated Projects; Cram, Carol M., Publisher: Thompson Learning, ISBN 10: 1-4239-0546-6

## Evidence to be Submitted

Students will be required to submit three major projects and 7 exercises using Microsoft Office software. All assignments and projects must be submitted through Blackboard.

## Criteria for Assessment

Students are expected to demonstrate their understanding of effective use of software in an office environment. The projects and exercises must follow the specifics in the instructions.

**All students must be registered and listed on the class roster by the beginning of the second week of the term. Students not on the roster by this time cannot stay in the class under any circumstances.** Please contact the SNL Advising Center ([snladvising@depaul.edu](mailto:snladvising@depaul.edu)) or the Office of Financial Aid ([finaid@depaul.edu](mailto:finaid@depaul.edu)) to work out your particular situation.

**Students who need to withdraw from the course must do so by the end of the second week of the quarter. After that point is reached, 100% tuition is charged.** It is possible to withdraw from a course or competence through the end of the seventh week of the quarter, but there is no tuition refund after the end of the second week.

In certain circumstances (such as illness, death of family members, natural disasters, etc.), a late withdrawal will be refunded tuition. These circumstances must be documented, and presented to the University through the SNL Exceptions Committee ([snlexceptions@depaul.edu](mailto:snlexceptions@depaul.edu)). In no case is such a refund allowed more than once during a student's career at DePaul.

## Grading and Evaluation

Attendance	10
Class Participation	10
Exercises (5 each)	35
Word Project	15
Excel Project	15
PowerPoint Project	15

## Grading Scale

A	95-100
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	Below 59

## **Calendar**

### **Day One – September 15**

Introduction to the Course  
Computer Basics  
Introduction to Microsoft Office – Getting Started

### **Day Two – September 22**

Font Issues in Microsoft Office  
Introduction to Word – Getting Started  
Saving and Printing  
Editing a Document

### **Day Three – September 29**

Formatting Text  
Formatting Pages  
Working with Tables

### **Day Four – October 6**

Working with Tables  
Introduction to Excel – Getting Started

### **Day Five – October 13**

Saving and Opening a Workbook  
Editing a Worksheet

### **Day Six – October 20**

Using Formulas and Functions  
Formatting a Worksheet

### **Day Seven – October 27**

Printing a Worksheet  
Working with Charts

### **Day Eight – November 3**

Introduction to PowerPoint – Getting Started  
Add Objects to Slides  
Edit Slides  
Enhance a Presentation

### **Day Nine – November 10**

Edit Slides  
Enhance a Presentation

### **Day Ten – November 17**

Student Presentations  
Wrap Up

### **Day Eleven – November 24**

Last day of the quarter