DA106 Course Syllabus

A.	Course Number-Section Number, Course Title, Days and Times, Campus and Room Number:	DA106 Introduction to Microcomputer Applications South- Online- https://blackboard.ecc.edu

B.	Program / Department Name:	Information Technology/1492.INT
	Instructor Name:	Joann Ramaekers

C.	Contacting the Instructor –	
	Campus and Office Number:	South-5113
	Instructor Phone:	716-992-3600
	Department Secretary Phone:	716-851-1780
	e-Mail:	advramaekj@ecc.edu
	Office Hours:	T & Th 2:15-3:45

D.	Course Description:	The study of major microcomputer applications: word processing, spreadsheets, database, and presentation. Also includes microcomputer operating system fundamentals and using the Internet. Assignments and projects will be completed using commercially available microcomputer software such as MS Office.

E.	Text / Course Materials / Technical Resources: *Enter Title, edition, author and publisher, year, and ISBN number; Software or URLs, Labs*	Microsoft Office 2016 - Introductory Shelly Cashman Series 1-305-87003-4 Available at South Campus Bookstore and on Reserve at South Campus Library.
	AIM or OER Option (if available)**:** *Affordable Instructional Material (AIM) or Open Educational Resource (OER)*	

F.	Library Resources:
	https://www.ecc.edu/library-resources/

G.	Course Outcomes:
	1. Identify the major functions of and properly use microcomputer word processing software.
	2. Identify the major functions of and properly use microcomputer spreadsheet software.
	3. Identify the major functions of and properly use microcomputer database software.
	4. Identify the major functions of and properly use microcomputer presentation software.
	5. Use the Internet for research.

H.	SUNY Erie Institutional Learning Outcomes (ILOs):
	(1) Communications

- Demonstrate the ability to compose, in both oral and written form, a coherent, effective and grammatically correct text that is appropriate for the circumstance and audience.

(2) Critical Analysis and Reasoning
- Identify, evaluate, and develop well-reasoned arguments as they occur in each discipline.

(3) Information Literacy
- Demonstrate the ability to recognize when information is needed and have the ability to locate, evaluate, and use the information effectively.

(4) Scientific Reasoning
- Effectively collect data in order to evaluate relationships between observed phenomena and the logical consequences.

(5) Quantitative Reasoning
- Demonstrate the ability to employ quantitative methods such as, arithmetic, algebra, geometry, or statistics to solve problems as well as interpret and draw inferences from these mathematical models.

(6) Technological Competence
- Demonstrate the use of discipline specific technology to solve problems, achieve a goal or perform a specific function. **(Course Outcomes 1-5)**

(7) Ethics and Values
- Demonstrate a critical examination of values and moral principles.

(8) Global Perspectives
 Demonstrate an awareness and understanding of various perspectives of people in local and global contexts.

I.   SUNY General Education Knowledge and Skills Areas (if applicable):

N/A

J.   Grading Determination:

Classwork assignments.
Quizzes and Tests.

K.   Testing / Means of Evaluation of Student Learning:

All students must receive a C or better in all IT required courses.

Method	Percentage	Quantity or Delivery Notes
Assignments	40%	
Tests	60%	

Letter Grade	**Percentage**
A	94-100
A-	90-93
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	59 and below

L.	Attendance Requirements:

Seated Class: Mandatory
Online Class: Required to login at least once a week and participate in all discussions.

M.	Classroom Expectations:

Respect, attendance, AUP

N.	Students with Disabilities:

SUNY Erie Community College recognizes the right of qualified individuals with disabilities to access an education through appropriate accommodations. Disabilities can be but are not limited to physical limitations and chronic health conditions, to mental health and learning disorders. A Student with a documented disability may be eligible to receive reasonable accommodations through the Student Access Centers located at each campus to access education. SUNY Erie looks to help eliminate barriers and disadvantages that may exist to all students pursuing an education to the best of their ability. If you would like to speak with a Counselor to determine eligibility, please contact your campus Student Access Center:

City Campus: Susan McLaughlin, 121 Ellicott, Room 266; 851-1189
South Campus: Fran Moyer, Room 3120; 851-1933
North Campus: Aaron Garmon, Spring Center Room 213; 851-1495

O.	Topical Outline:

Week 1-2: Introduction to Microcomputer Operating Systems
1. Functions
2. File Management
3. Control Panel
4. Command Interface

Week 3-4: Internet and WWW-
1. Introduction to the Internet and WWW
2. Web 1.0, 2.0, 3.0
3. Internet usage, terminology, safety
4. Podcast on internet safety

Weeks 5-12: Word Processing Software
1. Creating, Formatting, and Editing a Word Doc with a picture
    1. Formatting paragraphs
    2. Inserting and formatting a picture in a Word Doc
    3. Enhancing the Page
    4. Correcting Errors and Revising a Document
2. Creating a MLA Research Paper with References and Sources
    1. Changing Document Settings
    2. Creating a Header
    3. Typing the Research Paper Text
    4. Creating an Alphabetical Works Cited Page
    5. Proofreading and Revising the Research Paper
3. Creating a Business Letter with a Letterhead and Table
    1. Creating a Letterhead
    2. Creating a Business Letter
    3. Addressing and Printing Envelopes and Mailing Labels

Weeks 13-23: Spreadsheet Software
1. Creating a Worksheet and a Chart
    a. Entering Text
    b. Entering Numbers
    c. Calculating a Sum
    d. Using the Fill Handle to Copy a Cell to Adjacent Cells

     e.   Formatting the Worksheet
     f.   Adding a Pie chart to the Worksheet
     g.   Changing the Sheet Tab Names
     h.   Printing a Worksheet
     i.   Autocalculate
     j.   Correcting Errors

2. Formulas, Functions, and Formatting
   a. Entering the Titles and Numbers into the Worksheet
   b. Flash Fill
   c. Entering Formulas
   d. Option buttons
   e. Using the Average, Max, and Min Functions
   f. Verifying Formulas Using Range Finder
   g. Formatting the Worksheet
   h. Checking Spelling
   i. Printing the Worksheet
   j. Displaying and Printing the formulas version of the worksheet

3. Working with Large Worksheets, charting, and whit-if Analysis
   a. Rotating text and using the fill handle to create a series
   b. Copying a range of cells to a nonadjacent destination area
   c. Inserting and Deleting Cells in a Worksheet
   d. Absolute Versus Relative Addressing
   e. Making Decisions-the IF function
   f. Adding and Formatting Sparkline Charts
   g. Formatting the Worksheet
   h. Adding a Clustered Column Chart to the Workbook
   i. Organizing the Workbook
   j. Changing the View of the Workbook
   k. What-if Analysis
   l. Insights
   m. graphs

Weeks 24-31: Database Software-

1. Creating a Database
   a. The Access Window
   b. Determining Tables and Fields
   c. Creating a Table
   d. Previewing and printing the Contents of a Table
   e. Importing or Linking Data From Other Applications to Access
   f. Additional Database Objects
   g. Database Properties
   h. Special Database Operations
   i. Database Design

2. Creating Queries
   a. Sorting
   b. Joining tables
   c. Creating a Form for a Query
   d. Exporting Data from access to other applications
   e. Adding criteria to a join query
   f. Crosstab queries
   g. Customizing the navigation pane

3.

Week 32-40: Presentation Software

1. Creating and Editing a Presentation with Pictures
   a. choosing a document theme and Variant
   b. Creating a Title Slide

      c.   Formatting Characters in a Presentation
      d.   Adding a New Slide to a Presentation
      e.   Creating a Text Slide with a Multi Level Bulleted List
      f.   Adding New Slides, Changing Slide Layouts, and Changing the Theme
      g.   PowerPoint Views
      h.   Inserting Pictures into Slides
      i.   Resizing Photos and Illustration
      j.   Ending a Slide Show with a Closing Slide
      k.   Making Changes to Slide Text Content
      l.   Adding a Transition
      m. Viewing the Presentation in Slide Show View

2. Enhancing a Presentation with Pictures, Shapes, and Word Art
      a.   Downloading a theme and Editing Slides
      b.   Inserting and Formatting Pictures in a Presentation
      c.   Inserting and Formatting a Shape
      d.   Formatting Slide Backgrounds
      e.   Inserting and Formatting Wordart
      f.   Reviewing and Revising Individual Slides

3. Reusing a Presentation and Adding Media and Animation
      a.   Inserting Photos and Adding Effects
      b.   Modifying Placeholders
      c.   Modifying and copying an Illustration
      d.   Adding Media to Slides
      e.   Animating Slide Content
      f.   Customizing Slide Elements

P. Starfish® Integrated Course:

SUNY Erie Community College has partnered with Starfish® Retention Solutions as a continual effort to enable student success, both in the classroom and in meeting overall educational goals. The Starfish® system may be used to provide feedback on course progress. Throughout the semester, emails may be sent via Starfish® regarding grades, performance in the classroom, and access to supplemental services, such as library resources and skills labs. This information will be shared with student support professionals on campus who will reach out to help ensure your success at SUNY Erie. Star fish® is also a way to receive kudos, designed to encourage progress. Please be sure to read your SUNY Erie email on a timely basis, so you are aware of your progress in this course.

Q. Academic Integrity:

SUNY Erie Community College assumes that students will behave with integrity. Academic dishonesty, as defined in the Student Code of Conduct, will be actionable by the department and faculty, working within the procedures defined by the college. Academic dishonesty accusations must be documented and investigated. Students have the right to dispute accusations of academic dishonesty through the student academic grievance policy.

R. Syllabus Prepared By:	J. Ramaekers
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