

IS100 Personal Productivity

CLASS TIME AND PLACE:	Section 1 ~ MWF ~ 11:00 AM - 12:50 PM ~ GCB 140
TEXT/ MATERIALS:	<ul style="list-style-type: none"> • REQUIRED: Evans, Alan, Martin, Kendall, and Poatsy, Mary Anne (2006). Technology in Action, Introductory Third Edition. Upper Saddle River, NJ: Pearson Prentice Hall; ISBN: 0-13-187882-4 • SAM 2003 Assessment and Training for Microsoft Office 2003 online training. Boston, MA 02210: Course Technology: ISBN 1-4188-4379-2 (<i>Lab fee of \$25 will be charged which includes this training packet.</i>) • (Direct link: http://sam2003.course.com). <ul style="list-style-type: none"> ○ Accessible only through Microsoft Internet Browser. ○ Available in GCB 111, 140, 150, and library computer lab
COURSE PREREQUISITES:	<ul style="list-style-type: none"> • Students taking this course should be able to type at least 25 wam or higher. If not, please take IS101L to improve obtain keyboarding skills required for this class. • Students should be able to use email.
COURSE OVERVIEW, OBJECTIVES AND OUTCOMES:	
Personal Productivity concepts and skills using email,	

word processing, spreadsheet, database, presentation graphics, basic web design and the Internet.

Learning Outcomes:

- **Identify the components of a computer system and MS windows desktop. (CPU, monitor, keyboard, mouse, cdrom, hard drive, network cable, my computer, network neighborhood, control panel, task bar, quick launch bar, clock, start button)**
- **Analyze school, work, and home information processing situations and use application software to complete related tasks efficiently and effectively.**
- **Create, design, and produce professional documents using word processing software (e.g., MS Word or OpenOffice Writer).**
- **Represent and process numeric data using the basic functions of spreadsheet software (e.g., MS Excel or OpenOffice Calc).**
- **Create, design, and produce professional presentations using the basic functions of presentation software (e.g., MS PowerPoint or OpenOffice Impress).**
- **Create a real-life Database using a PC-based database management system (e.g., MS Access).**
- **Produce clear, well-formatted and designed documents, reports, and spreadsheets required in both an academic and business environment.**
- **Demonstrate strategies for integrating source data from multiple applications.**
- **Demonstrate the ability to use the Internet to browse and search.**

COURSE REQUIREMENTS:

- ***Preparation and Participation (5%)***

- Students are expected to verify that their submit homework account and SSH account are working.
- Submit all assignments in a timely manner.
- Attend class regularly. All University field/athletic trips will be excused if the official university field activity form is submitted to the instructor.

- ***Chapter Quizzes (20%)***

- Students will be required to successfully pass daily quizzes and tests.

- ***Class Projects (40%)***

- Class projects are given to reinforce the skills covered in the online training and textbook.
- All assignments will be submitted online (as designated) to the "submit homework" or "SSH" account.
- Log in information will be given to all registered students in the class.

- ***Online Training (35%)***

- Online training modules for personal productivity applications will be assigned.
- Training modules completed before the due date will receive 5 extra points. Training modules completed on the due date will receive the regular score. Training modules completed after the due date will be deducted 5 points for each week the training is late.

- ***Attendance***

- Attendance is required. Two absences will drop the total grade by one full grade. For example, an "A" will become a "B". Two tardies, equals one absence.

GRADING:

I will make every effort to post your grades in a timely manner. Students are required to check on their progress using Blackboard. Please be sure that you have obtained your CES Net ID to do this.

100% to 93% = A	92% to 90% = A-	89% to 87% = B+
86% to 83% = B	82% to 80% = B-	79% to 77% = C+
76% to 73% = C	72% to 70% = C-	69% to 67% = D+
66% to 63% = D	62% to 60% = D-	Below 59% = F

CAVEAT: Subject to Updates