



**The REACH Program of
Trinity International University**

**CIS 230R:
Applied Computer Technology**

Student's Manual 3.0

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Table of Contents

I. Course Description	4
II. Course Overview	4
III. Course Materials	5
IV. Course Policies	5
V. Course Outcomes	7
VI. Course Requirements	7
VII. Grading Scale	7
VIII. Course Schedule	8
Session One Overview	8
Outcomes for Session One	8
Assignments Due for Session One	8
Session Two Overview	8
Outcomes for Session Two	8
Assignments Due for Session Two	8
Session Three Overview	9
Outcomes for Session Three	9
Assignments Due for Session Three	9
Session Four Overview	9
Outcomes for Session Four	9
Assignments Due for Session Four	9
Session Five Overview	10
Outcomes for Session Five	10
Assignments Due for Session Five	10
IX. Course Documents	11
Session Two Documents	11
Session Three Documents	14
Session Four Documents	15
Session Five Documents	16

I. Course Description

Concerns the logic and reasoning necessary to make effective use of digital technology. Students will learn many of the issues and questions that must be addressed to make the best use of common computer applications such as communications, spread sheets, word processing, databases, multimedia, and Internet design and research. *Three hours.*

II. Course Overview

This course is designed to introduce you to basic computer programs that will increase your functionality in an academic environment. These programs and applications include:

- Microsoft Word, a word processing program, has a variety of features including an automatic Table of Contents, indexing, formatting, and grammar correction and checking.
- Microsoft EXCEL, a spreadsheet program, is able to perform calculations based on data that is changed in real time. Equations can be used to determine projected GPA, home budgets, business expenses, or any number of other applications.
- Microsoft PowerPoint, a presentation software, is a slideshow program that allows the user to create custom slides that can be projected using a data projector or shown on a computer monitor. Further, PowerPoint can be used to create simple websites with the content that has already been made with only a few simple steps.
- Google Apps is a series of free, internet-based tools that seamlessly allow individuals to work together across great distances. These tools have revolutionize the way teams function and how organizations are structured. However, not all Google Apps are collaborative in nature. Some tools from Google help create maps, create a record of where we have been and what we have experienced, or simply compile the news.
- Social Networking tools are applications that permit the free exchange of information between individuals in a controlled medium. Facebook is a social networking site where people can keep in touch with friends, post information on their daily activities and share pictures.
- Wiki webpages are online encyclopedias where other internet users have contributed the content.
- Download.com and other freeware repositories are safe havens to obtain legal software to accomplish new tasks with technology. All the content in these portals is donated by the creator for testing, advertisement, fair use, and feedback.
- Social bookmarking is a process where users share the websites that they have found useful in obtaining information on topics.

Computers are at the center of our lives. By understanding these tools, we can make full use of their potential in reaching our personal and professional goals.

III. Course Materials

1. Required

- a. Microsoft Office Student 2007 – Larger Microsoft Office bundles will meet the course requirements, however the minimum requirement is for Microsoft Office Student 2007 – which includes Microsoft Word, EXCEL, and PowerPoint.
- b. A subscription to Lynda.com for the duration of the class. To subscribe to Lynda.com, log onto www.Lynda.com → click on the “subscribe” button → follow the on screen directions. This is the main “textbook” for the course and will require about five hours of internet access per week in order to complete the assigned class training. The cost is approximately \$25 per month.
- c. A portable USB media device that has at least 1 megabyte of storage capacity. This could include a thumb drive, jump drive, or a pocket drive, for bringing a copy of completed work to class.

2. Recommended

- a. Any “How To” Microsoft 2007 manual written in an understandable language.

IV. Course Policies

1. APA Documentation

All written work (e.g. worksheets/essay questions, reflection papers, final projects, etc.) in the REACH Program must conform to the APA parenthetical notation style (please consult *A Pocket Style Manual* listed above). This includes:

- an APA title page (including a running header and page number)
- an “Abstract” page with a 1-2 paragraph summary of your paper (an abstract is only necessary for your Applied Learning Papers, but not for your smaller assignments)
- In-text citations (with author(s), date, and page number (if applicable))
Note Well: Even discussion board postings and PowerPoint presentations, for example, must use in-text citations when you cite another person’s work or ideas.
- a “References” page (it is not called a “bibliography”)
- one inch margins
- 12 point font
- double spaced

Failure to use and cite others’ work or ideas properly will lead to charges of academic dishonesty. See below for more information.

2. Academic Integrity

As a member of the Trinity community, we ask you to hold yourself and others to the highest standards of academic integrity and honesty. Violations take many forms, which include, but are not limited to, the following:

- Plagiarism: using another's work or ideas without proper documentation, which requires citing the author or authors' name(s), date of publication, and page number (if applicable)
- Cheating: using notes, books, or crib sheets during closed-book quizzes or exams, or copying from another's student's work
- Submitting Previous Work: submitting your work that was previously turned in for credit
- Ghosting: writing a paper or taking a quiz (or any other evaluation) in place of another student
- Aiding and Abetting: helping others to commit acts of academic dishonesty, or failing to report those who have or plan to commit dishonest acts

Faculty members will investigate all violations of academic integrity, whether deliberate or non-deliberate. If a violation is confirmed, the student may receive an "F" for the assignment and the course. In such a case, the student may not drop the course. The faculty member will document the case of dishonesty, explaining the incident and the action taken. The Associate Dean of Nontraditional Education will receive a copy of this report, and a copy will be placed in the student's file. In serious cases of academic dishonesty, the Associate Dean may choose to meet with the student and faculty member to review the case. Multiple violations may lead to a student's dismissal from the program.

3. Late Work

All assignments must be turned in on or before the date they are due. Any assignment turned in late will be deducted as follows:

- a. 10% off for up to one day late
- b. 20% off for up to two days late
- c. assignments more than two days late will receive a zero

An extension on the time needed to submit final course requirements (such as the ALP) will be granted only in unusual circumstances and if the instructor and the Associate Dean grant the request.

4. Attendance Policy

Because of the accelerated and collaborative nature of the REACH courses, students are required to attend every class session. Missing a single class means a significant portion of contact with the instructor and the learning community has been lost.

Students missing one class session will be penalized between one-half and one full letter grade. Students missing two class sessions will receive an "F" for the course. Any student missing more than 30 minutes of a course session will be considered absent for the full course session.

V. Course Outcomes

“At the end of this course, the students will be able to...”

1. Execute key skills in Microsoft Office 2007 with the ability to complete basic tasks, understand moderate operations, and recognize advanced functions.
2. Create quality Word documents that incorporate advanced features without sacrificing style or overall appearance.
3. Demonstrate the proper use of formulas to create dynamic EXCEL worksheets.
4. Describe best practices in creating excellent PowerPoint presentations
5. Explain the usefulness of web applications in business, school, and organizational settings.
6. Recognize the value of social networking systems in personal and professional contexts.
7. Discuss the advantages and pitfalls of online wiki forums in research and online interactions.

VI. Course Requirements

1. Worksheets (four @ 50 points each) = 200
2. Class Participation = 50
3. In-Class Activities = 50

Total Points = 300

VII. Grading Scale

Your final course grade will be based on the total number of points that you earn throughout the course:

Percentage	Grade
92-100	A
90-91	A-
88-89	B+
82-87	B
80-81	B-
78-79	C+
72-77	C
70-71	C-
68-69	D+
62-67	D
60-61	D-
0-59	F

VIII. Course Schedule

Session One Overview

Outcomes for Session One

“At the end of this session, the students will be able to...”

1. Execute key skills in Microsoft Word 2007 allowing the student to complete basic tasks, understand moderate operations, and recognize advanced functions.
2. Create quality Word documents that incorporate advanced features without sacrificing style or overall appearance.
3. Differentiate between the elementary formatting functions and their proper uses.
4. Demonstrate proofing tools of Word and how to build a custom dictionary
5. Recognize the time saving tools and devices of Word that are necessary in following the best practices model.

Assignments Due for Session One

1. Obtain a copy of Microsoft Office 2007.
2. Obtain a Lydia.com subscription.
3. Obtain a portable media device, which must be brought to each class session.

Session Two Overview

Outcomes for Session Two

“At the end of this session, the students will be able to...”

1. Execute key skills in Microsoft Office 2007 with the ability to complete basic tasks, understand moderate operations, and recognize advanced functions.
2. Demonstrate the proper use of formulas to create dynamic EXCEL worksheets.
3. Explain how charts are made and can be used to display information.
4. Analyze information using filters, sorting, and comparison features of EXCEL.
5. Discuss the uses of spreadsheets for data management.

Assignments Due for Session Two

1. Watch the Assigned Videos from Lynda.com (Outlined in Worksheet #1)
2. Complete Worksheet #1

Session Three Overview

Outcomes for Session Three

“At the end of this session, the students will be able to...”

1. Execute key skills in Microsoft Office 2007 with the ability to complete basic tasks, understand moderate operations, and recognize advanced functions.
2. Describe best practices in creating excellent PowerPoint presentations.
3. Demonstrate the skills to build an effective presentation using computerized tools.
4. Explain the proper integration of media into PowerPoint for maximum impact.
5. Recognize the time saving tools and devices of PowerPoint that are necessary in following the best practices model.

Assignments Due for Session Three

1. Watch the Assigned Videos from Lynda.com (Outlined in Training Log.xlsx)
2. Complete Worksheet #2

Session Four Overview

Outcomes for Session Four

“At the end of this session, the students will be able to...”

1. Explain the usefulness of web applications in business, school, and organizational settings.
2. Discuss the Google Apps and Docs and their usefulness in business file sharing.
3. Describe the various mapping and global positioning tools from Google and their uses in organizations.
4. Manage a Google account.
5. Assess the cost-benefit of shared files compared to transferred files.

Assignments Due for Session Four

1. Watch the Assigned Videos from Lynda.com (Outlined in Training Log.xlsx)
2. Complete Worksheet #3

Session Five Overview

Outcomes for Session Five

“At the end of this session, the students will be able to...”

1. Recognize the value of social networking systems in personal and professional contexts.
2. Discuss the advantages and pitfalls of online wiki forums in research and online interactions.
3. Interact with a wiki website entry.
4. Identify the main viral threats to computers.
5. Distinguish between shareware, freeware, adware, and the consequences of using each individual software type.

Assignments Due for Session Five

1. Complete Worksheet #4

IX. Course Documents

Session Two Documents

Worksheet #1

PART 1:

1. Open the Files: WORD Homework 1.doc and WORD Homework 2.doc
2. Create a new WORD file named “Last Name-First Name-WORD Homeword.docx” (A WORD 2007 file)
3. Correct the grammar, spelling, syntax, and content gaps found in WORD Homework #2
4. Create a resume in the new document using WORD Homework #1 as your guide. Your file must have headers, footers, lines, boxes, a variety of typeface, different font sizes, be one font color, have ½ inch margins, and be no longer than 2 pages
5. Your resume, while it can use WORD Homework #1 as a guide will be graded on its originality. Do not copy and paste into the file.
6. Somewhere in the resume insert “WORD Picture.jpg” in a way that is not distracting from the overall esthetic of the document.
7. Somewhere in the resume there must be a bulleted list
8. Through the use of Styles, create an automatic Table of Contents for the Resume as the last page.
9. Save the file. Bring the file to class on your portable media drive and e-mail the file to your instructor.

PART 2:

1. If a file is 8 megabytes how could you insert it into a document? What would the best way be? What are the advantages of that system?
2. Why is it useful to be able to save documents in WORD 97 format?
3. What are the differences between “Cut,” “Copy,” and “Paste?”
4. What can be changed about an image after it has been imported to a document? (A bulleted list is acceptable)
5. What are three useful shortcuts that you have learned during this lesson?
6. Print these answers and bring them to class.

PART 3

1. Keep a paper log of your training for Lynda this week:

Lynda WORD Training Log – Word 2007 Essential Training

<u>Name</u>	<i>Minutes</i>	<i>Seconds</i>	
Welcome	0	40	%
Getting Started with WORD	1	21	%
Understanding the Interface	9	23	%
Navigating the Interface	11	24	%
Navigating Documents	6	16	%
CREATING AND SAVING DOCUMENTS			
Creating New Document	5	25	%
Importing Documents	4	35	%
Saving Documents	5	41	%
Sending Documents	2	59	%
PRINTING DOCUMENTS			
Using Print Preview	2	45	%
Using Quick Print	2	31	%
Setting print Options and Printing	7	19	%
EDITING AND FORMATTING TEXT			
Selecting Text	3	45	%
Formatting Text	5	2	%
Using Find and Replace	3	35	%
Undo, Redo, and Repeat	3	26	%
Copying, Pasting, and Moving Text	4	37	%
Show Formatting	3	04	%
FORMATTING PARAGRAPHS			
Using Indents	3	52	%
Setting Justification	3	19	%
Changing Line Spacing	4	11	%
Setting Tabs	6	10	%
Using the Highlighter	2	58	%
FORMATTING PAGES			
Changing Margins	5	54	%
Changing Orientation	2	29	%
Page Numbering	5	41	%
Choosing paper Size and Source	3	59	%
Headers and Footers	7	23	%
Applying a Page background	7	56	%
Using Watermarks	5	4	%
PROOFING DOCUMENTS			
Checking Spelling and Grammar	4	54	%
Setting document proofing options	6	44	%

USING BULLETS AND NUMBERING

Creating a bulleted list	7	27	%
Creating a numbered list	3	36	%
Editing a list	4	4	%

CREATING TABLES AND CHARTS

Creating Tables from Scratch	5	29	%
Creating Tables from Text	3	25	%
Modifying Tables	7	44	%
Formatting Tables	7	32	%

STYLES

Using Styles	3	3	%
Creating Styles	3	38	%
Editing and Deleting Styles	3	37	%

WORKING WITH ILLUSTRATIONS

Working with Pictures and Clip Art	10	23	%
Working with Shapes	5	10	%
Working with SmartArt	8	40	%

WORKING WITH COLUMNS

Working with Newspaper Columns	5	31	%
Working with Parallel Columns	4	42	%

WORKING WITH LONG DOCUMENT

Creating a table of contents	3	41	%
Creating footnotes and endnotes	7	17	%

CONCLUSION

Goodbye	0	29	%
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Session Three Documents

Worksheet #2

PART 1:

1. Open the File: Excel Homework.xls
2. Freeze Rows 1-3
3. Sort for Duplicates and Remove them
4. Organize/Sort the List according to Last Name
5. Trim the Last Name and Address columns
6. Search and Replace “Smith” with “Brown”
7. Hide Duplicates
8. Apply a theme of your choosing to the spreadsheet
9. Add your name and information as a single guest to the file, as the first entry,
10. Save the file as an Office 2007 Excel Document named “Last name-part 1”

PART 2:

1. Open the File: Excel Homework.docx
2. Enter the information from this document into a new Excel document
3. Use the Sigma tool to find the total cost of a wedding with these items
4. Increase the cost of the wedding by the number of actual guests from **PART 1** assuming the wedding couple chooses one of the following six theories: (Make six scenarios, use formulas)

<u>Salad</u>	<u>Meal</u>	<u>Dessert</u>
None	\$5	\$5
\$10	\$7	Included
\$6	\$4	\$3
None	None	\$20
\$3	\$8	\$4
\$7	\$3	\$5

5. Generate three different charts from the information found in questions 1-3. The charts need to be different styles and on different pages.
6. Generate a split line graph/chart of the information found in the meal option chart. Put this information, along with the chart of the information itself on one sheet named “meals”
7. Save this file as: “your last name-first name” in the Excel 2007 format. Save a copy to your portable media drive and e-mail a copy to the instructor

PART 3

1. Complete the “Training Log.xlsx” information on the “EXCEL & WORD” worksheets
2. Highlight the black rectangle at the bottom of the worksheet, change the font from black to white

What calculations are being performed in this box? What properties have been applied to this box? What is the reason for applying these protections? What protections would you add or remove? Why? How could these calculations have been performed or hidden in another way?

Session Four Documents

Worksheet #3

PART 1:

1. Open the File: Best Practices.ppt
2. Create a new PowerPoint file named “Last Name-First Name-PP Homework” (A PowerPoint 2007 file)
3. Create a slideshow long enough for a 20 minute presentation about how to make a good PowerPoint presentation.
4. Use the graph data from the EXCEL project to demonstrate how PowerPoint can be used to present graphical data
5. Use the resume data from the WORD project to demonstrate how PowerPoint can be used to display text in a lively way
6. Display “WORD Picture.jpg” in your slideshow in a positive and negative example slides
7. NOTE WELL: Do not copy the Best Practices.ppt, instead take the concepts from it and create a new presentation that could be used in future classes or to help explain the concepts to co-workers.
8. Save a copy of your file to your portable media drive and e-mail a copy to the instructor

PART 2:

1. Have you personally experienced a “bad” slideshow? What was the result for your investment in the organization delivering the presentation?
2. How can you see yourself using PowerPoint in the real world?
3. Some websites list using Microsoft’s included templates as being “Bad Practice” because they are predictable, boring and have been overused. Do you agree or disagree?
4. From the discussion, would you use a handout with this presentation? When would you give the handout to the listeners?
5. Can visuals even “bridge the gap” for nervous or unprepared presenters? How?
6. Print these answers and bring them to class.

PART 3

1. Complete the “Training Log.xlsx” information on the “PowerPoint” worksheet

Session Five Documents

Worksheet #4

PART 1

For this Worksheet you will be working in groups of two using Google Apps. You are responsible for generating four individual files that meet the following criteria:

1. A text document that answers the following questions:
 - a. How is a collaborative document different than a transferred document?
 - b. What is document sharing?
 - c. What is your favorite animal? Why? (1 paragraph only) Find a picture on the internet (Google Images) and add it to this question with a proper citation
 - d. Using Bullets and Numbers create a family tree from your grandparents to yourself following one parent. –or– create a “nested list” with points and sub points of candy sold at the local drug store
 - Gum
 - Fruity
 - Minty
 - Chocolate
 - Light
 - Dark
 - Good
 - Bad
 - e. What have you learned in this course that has surprised you the most?
2. A spreadsheet that contains the following data and items:
 - a. 25 items you would need on a picnic
 - b. The approximate cost of each item
 - c. The rate of tax per item
 - d. A running formula that can determine the price of X items with Y amount of tax added in
 - e. A running formula that can determine the total cost of the picnic
 - f. Two graphs that display information about the items needed for the picnic
3. A collaborative document with your partner that merges your answers to Question #1
4. A collaborative spreadsheet with your partner that merges your answers to Question #2

PART 2

1. Complete the “Training Log.xlsx” information on the “Google DOCS” worksheet

