

Course outline information documents available in online course:


Welcome to Core Word, Excel, and PowerPoint!

This is a quick-paced 15-week course in the document processing application **Microsoft Word**, the spreadsheet processing application **Microsoft Excel**, and the presentation processing application **Microsoft PowerPoint**. The hands-on tutorial style of this course makes it a good match for online learning. If I had my way every student currently enrolled in college would be required to complete this course before graduating. Today's job market demands that these skills be present in all applicants entering the workforce. Four-year institutions expect students to have a high level of proficiency with productivity applications upon entrance. Even if you currently possess these skills, I am sure that you will learn about some additional features offered by these applications that may serve to help you in the future. I hope that you are looking forward to the experience too!!

In online learning, communication becomes critical! **Please check your student email regularly and be on the lookout for periodic Course Announcements from me - these are important course notifications.**

What should you do next? I recommend that you work through the rest of the Course Information documents before moving on to the Weekly Assignments.

Important Software Requirements: This is a hands-on learning experience, so it is critical that you have access to **Office 365 (Microsoft Word, Microsoft Excel, and Microsoft PowerPoint)***

*Previous versions of Microsoft Office are not sufficient for this course! You are able to download Office 365 for free since you are a student here. The download is found in your student email ([How to Download Office Apps from Student Email.pdf](#)  [How to Download Office Apps from Student Email.pdf - Alternative Formats](#)). Information on how to log in to your student email can be found [here](#).

If you ever have any problems or questions, please let me know or contact Open SUNY help. I want this to be a positive experience for everyone. I look forward to getting to know you. GOOD LUCK!

Please Note: Of the three Microsoft Office applications, Word, Excel and PowerPoint, Excel is by far the most difficult for most students. Please be advised that this is a busy course, and it is critical that you are mindful of the Course Schedule.

Contact Information

Instructor:	Mary-Elizabeth D'Arduini Academic Technology Specialist/Computing Sciences Adjunct mary-elizabeth.d'arduini@flcc.edu 585-785-1671
Course Number:	CSC 105-U2
Semester:	Spring 2022
Private Communications:	For <i>private</i> communication with me, please use the "Send me an email!" option on your menu to the left. I am most responsive via email and will always try to respond to your message within 24 hours.

Logon Schedule:	I will log-in roughly every other day. So if you email me Tuesday morning you can expect a response by Thursday at the latest.

Communication Methods

One of the things that I have found causes students some confusion is the communication methodologies within online courses. There are several different ways to communicate with me and with your classmates and each method has a different focus.

Course Announcements: (always sent via email, also located in the left hand menu)
Very Important! I use this venue to talk to you as a class. I announce urgent items, dates, reminders, posted grades, and need-to-know information usually a couple times a week. Please make sure you read any new messages with each new logon to the course.

Private Communications with the Instructor:

Sending messages under the "send me an email" is how you and I will communicate privately. For example, if you have issues that impact your course work this would be the venue to communicate that to me. You may also communicate with other students in this class via the Messages link.

Discussions:

Discussions are graded and included within modules where I see a need. Whenever there is a required discussion, you will see the request in both the Course Schedule and the Weekly Assignments. This is an area for you to conduct class discussions based upon subjects or questions that I pose to the class.

Course Overview

This course is a 15-week (12 weeks in summer) study of the industry-standard office software tools; Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Course material will be presented in a tutorial format using realistic problems to encourage critical thinking and problem-solving techniques. This is a hands-on course and activities will include module tutorials, SAM projects, a final project in each application, and SAM online testing. Successful completion of this course prepares the student to take the Microsoft Certification Application Specialist Exam in Word, the Microsoft Certification Application Specialist Exam in Excel, and the Microsoft Certified Application Specialist Exam in PowerPoint. The certification exams are intended to exhibit proficiency in specific applications and provide a competitive edge in the market place. These exams are offered here at Finger Lakes Community College for a fee. Please contact me through e-mail if you have an interest in sitting for these exams or would like further information regarding the exams.

Course Schedule:

Word Schedule

Topics/Activities	Start	End	Assignments Due
Preview: Course Information Documents	1/21/22	1/28/22	Read the Course Information Documents

Preview Week/Week 1: Icebreaker Activities	1/21/22	1/28/22	Complete Open SUNY Student Orientation Introduce Yourself Attach a File Take the Quiz!
Week 1: Module 1	1/24/22	1/31/22	Module 1: Creating and Editing a Document Complete Module 1 Tutorial Lesson Complete Module 1 Project and Quiz in SAM
Week 2: Modules 2 and 3	1/31/22	2/7/22	Module 2: Navigating and Formatting a Document Work through Module 2 Exercises Module 3: Creating Tables and a Multipage Report Work through Module 3 Exercises
Week 3: Modules 4 and 6	2/7/22	2/14/22	Module 4: Enhancing Page Layout and Design Work through Module 4 Exercises Module 6: Using Mail Merge Work through Module 6 Exercises
Week 4: Module 7	2/14/22	2/21/22	Module 7: Collaborating with Others and Integrating Data Work through Module 7 Exercises
Week 5: Final Word Project Word Wrap-Up	2/21/22	2/28/22	Complete the Word Project Unit Wrap-up

Excel Schedule

Topics/Activities	Start	End	Assignments Due
Week 6: Modules 1 and 2	2/28/22	3/7/22	Module 1: Getting Started with Excel Work through Module 1 Exercises Module 2: Formatting Workbook Text and Data Work through Module 2 Exercises
Week 7: Modules 3 and 4	3/7/22	3/14/22	Module 3: Calculating Data with Formulas and Functions Work through Module 3 Exercises Module 4: Analyzing and Charting Financial Data Work through Module 4 Exercises

Week 8: Module 5	3/14/22	3/28/22	Module 5: Working with Excel Tables, PivotTables, and Pivot Charts Work through Module 5 Exercises
Week 9: Module 6	3/28/22	4/4/22	Module 6: Managing Multiple Worksheets and Workbooks Work through Chapter 6 Exercises
Week 10: Final Excel Project Excel Wrap-Up	4/4/22	4/11/22	Complete the Excel Project Unit Wrap-Up

PowerPoint Schedule

Topics/Activities	Start	End	Assignments Due
Week 11: Modules 1 and 2	4/11/22	4/18/22	Module 1: Creating a Presentation Work through Module 1 Exercises Module 2: Adding Media and Special Effects Work through Module 2 Exercises
Week 12: Module 3	4/18/22	4/25/22	Module 3: Applying Advanced Formatting to Objects Work through Module 3 Exercises
Week 13: Modules 4 and 5	4/25/22	5/2/22	Module 4: Advanced Animations and Distributing Presentations Work through Module 4 Exercises Module 5: Integrating PowerPoint with Other Programs Work through Module 5 Exercises
Week 14: Module 6	5/2/22	5/9/22	Module 6: Customizing Presentations and PPT Environment Work through Module 6 Exercises
Week 15: Final PPT Project PPT Wrap-Up	5/9/22	5/17/22	Complete the PPT Project PowerPoint Wrap-Up

Required Course Materials – Access Code

You will need to purchase Cengage Unlimited to have access to all of the assignments and work in this course. The four-month option is fine, but you can buy the 12 month if you prefer.

Textbooks Included with Access Code

Required Textbooks

The textbooks for this course come as e-texts with your purchase of a **MindTap Access Code from the FLCC bookstore**. There is no need to purchase textbooks separately.

The e-textbooks included in your MindTap access code for this course are:

CENGAGE UNLIMITED, 1ST EDITION, 1 TERM (4 MONTHS) (EXPIRES IN 120 DAYS) [*CENGAGE UNLIMITED*] (745570418292570)

Buy New \$119.99

CENGAGE UNLIMITED, 1ST EDITION, MULTI-TERM (12 MONTHS) (EXPIRES IN 365 DAYS) [*CENGAGE UNLIMITED*] (180600253166599)

Cengage Log in Instructions

[Getting Started in Cengage](#)

[How to set up your Cengage Access Code](#)

Required Software

The required software for the course is:

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

The above applications are typically part of the of the Microsoft Office suite. This is now available for free to every FLCC student via the student email. When you go to the opening page for your student email, there will be a link to download Office365.

Data Files for E-Text Tutorials

Data files for the e-text tutorials can be downloaded to your computer. Download the .zip file and unzip it in a folder that you create for the course.

Follow these links:

[Word Data Files](#)

[Excel Data Files](#)

[PowerPoint Data Files](#)

Course Learning Activities

There are five types of learning activities for this course. You will need to have a MindTap account in order to access the e-texts and the chapter activities for this course. It is imperative that you get registered with MindTap as soon as possible. You will need your MindTap access code to get in the first time. This can be purchased through the FLCC bookstore or through www.cengage.com if you have a credit card.

e-text Tutorials (Graded)

You will use the e-texts in SAM to access the learning tutorials for the week. You follow the steps in each tutorial and submit your completed files for grading in the Blackboard Assignment Area for the week.

SAM Training Modules (Not Graded)

Interactive training modules may be available in SAM for difficult tutorials. These are activities for your practice and personal learning style only and will not be graded.

SAM Projects (Graded)

Each module will have an associated Project in SAM for you to complete. Once you have completed the e-text tutorial for the module and are familiar with the skills you can go to SAM and complete the project. You submit the project in SAM and receive an immediate grade. You have 3 attempts at each project and the highest grade will be recorded.

SAM Tests (Graded)

At the end of each module, you will go into SAM and complete the SAM Quiz for each module. These quizzes typically have 10 questions per quiz, with 3 attempts at each question. You can take the quiz up to 20 times and only the highest grade will be recorded. You are encouraged to take the quizzes over again until you figure out how to complete a question you keep missing. These are pre-programmed and must be completed exactly as the instructions tell you to. Certification exams are also pre-programmed so practice really does improve your grades.

Final Assessment Projects

At the end of each unit, you will have a practical assessment project that will allow you to apply all the skills learned while creating a real-world document.

How You Will Be Evaluated

Your final grade will be weighted according to the following scale 30% for Word Projects, 30% for Excel Projects, 30% for PowerPoint Projects, and 10% for the icebreaker assignments.

All graded assignments (tutorials, projects, and SAM quizzes) are worth 100 points per assignment, and the final assessment projects are worth 200 points per project.

Your final percentage grade will be determined by total points earned/total points possible.

Based upon the percentage the following will be assigned.

% Earned	Grade	% Earned	Grade
93 - 100	A	73 - 76	C
90 - 92	A-	70 - 72	C-
87 - 89	B+	67 - 69	D+
83 - 86	B	63 - 66	D
80 - 82	B-	60 - 62	D-

77 - 79	C+	Below 60	F
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Cheating: The first occurrence you will receive a grade of 0 for the entire module. The second occurrence you will receive an F for the course! Please make sure the work you submit is your own!!

My Expectations

CSC-105 is a full semester (15 weeks, college-level course and carries a worth of 3 credit hours. The expectation is that you will commit to the time and quality that you normally would in a traditional classroom setting. For example, typically you would spend 3 hours in class per week, and approximately (based upon your skill level) 3-6 hours completing the required assignments. Therefore, **in a classroom setting you could expect to spend around 6-9 hours per week on this course. An online course typically requires even more hours than a classroom course!** The big difference is that Internet study is student-centered rather than teacher-centered, allowing for the student to complete the requirements of the course during times that are more convenient to the student. This means that you are responsible for your own learning and success. If you are highly motivated, logon and participate at least 3 - 5 times each week, and produce high quality assignments - you will be successful. However, if you logon sporadically, participate minimally, or submit poor work - you will not. Online higher education is aimed at independent learners. If you require the structure of a classroom, you should consider whether your level of commitment to this course is appropriate before you embark upon this path.

It is your responsibility to complete the text tutorials and the SAM exercises. Also you must participate appropriately in the discussion areas when requested.

All assignments are due by 11:59 PM of the assigned date. Any missed assignments will count as a zero. **SUGGESTION: Print out a copy of the Course Schedule and tape it to the wall next to your computer**, or place it in plain sight on your desk.

It is expected that the work you submit will be your own. Therefore, in a learning environment I anticipate that you will have questions along the way, just as if you were in a classroom. Use the Messages area to ask your questions of me.

Cheating: Due to the detailed nature of the grading of assignments, work becomes very suspect when two or more students have exactly the same errors consistently. There are several methods for determining if 2 files submitted for the same assignment are in fact the same file. The first occurrence will result in a 0 grade for the entire module. The second occurrence will result in an automatic F for the course.

Academic and Support Services

The institution is committed to helping students achieve their academic goals. The college offers tutoring services, an online concierge, as well as library services at all of our campus sites as well as in person and online. The Academic Success & Access Program office, Online Services and the Library websites can provide additional information on the services.

The College also offers short-term personal counseling, and a response team for critical incidents. The Community Standards and Counseling office will help students identify services, both on and off campus that can support the student.

Policy on Student Discipline:

Students are expected to abide by the College's policies and procedures most of these can be found within the **Student Code of Conduct**, or on the FLCC website, and as detailed in the College Catalog and obey federal, state, and local laws. We expect all students and employees to conduct themselves in accordance with accepted standards of good citizenship, respect, honesty, and decency, and with proper regard for the rights of others. Please see the **College Catalog** (<http://www.flcc.edu/catalog/>) for the academic dishonesty, non-discrimination policy, sexual harassment policy, smoking policy, college closings, and FERPA. Please see the **Student Code of Conduct** (<http://www.flcc.edu/offices/judicial/>) for more information student rights, standards of conduct, and conduct procedures.

Academic Dishonesty:

The following passage has been taken from the Student Code of Conduct and Grievance Procedures which can

be found in its entirety on the FLCC website: <http://www.flcc.edu/offices/judicial/>

B. Academic Dishonesty

Academic dishonesty, such as cheating and plagiarism is prohibited. The term "cheating" includes, but is not limited to:

- 1) use of any unauthorized assistance in taking quizzes, tests, or examinations;
- 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- 3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; or
- 4) aiding and/or abetting another student for the purpose of cheating.

The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. These definitions, examples, and prohibition of academic dishonesty apply equally to all FLCC classes, whether online, at a campus center, or through any other method(s) of delivery.

Forms of academic dishonesty will not be tolerated by Finger Lakes Community College. Faculty may impose a mandatory minimum penalty upon a student found to have committed a violation. Action for violations of academic honesty will be determined by the instructor. The consequences for such violations may range from a warning to receiving an "F" in the course. Students who have been assigned a grade of "F" for academic dishonesty will not be permitted to change that grade by withdrawing from the course. Instances of academic dishonesty may also be referred to the Community Standards Office at the faculty member's discretion. Please refer to the information in the Sanctions section for more detail on the handling of suspected academic dishonesty. Students charged with violating this section of the Code will have their academic file reviewed via the Registrar's Office to verify any past academic dishonesty occurrences.

Academic Dishonesty process for this course. If you are caught submitting someone else's work you will receive a failing grade for the assignment and an uncomfortable conversation with the instructor. If you are caught a second time you will automatically receive a Failing grade for the course.

Academic Grievance:

If a student believes s/he has been treated unfairly by a faculty member, s/he may file an academic grievance. Please see the Student Code of Conduct (<http://www.flcc.edu/offices/judicial/>) for more information, including the process and deadlines.

Non-Discrimination Statement:

Finger Lakes Community College does not discriminate against any employee, applicant for employment, student or applicant for admission based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identification, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, criminal conviction or any other category protected by law. The College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education.

Policy on Title IX Issues and Sexual Misconduct:

Finger Lakes Community College is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation is prohibited and will not be tolerated. Students can report any type of complaint to the Title IX Co-Coordinators: Sarah Whiffen, Associate Vice President of Student Affairs (585-785-1284 or Sarah.Whiffen@flcc.edu). All College employees (faculty, staff, and administrators) are expected as Responsible Employees to report actual or suspected discrimination or harassment to a Title IX Co-Coordinator or the Civil Rights Compliance Officer (CRCO) immediately.

Americans with Disabilities Act Statement:

Students in need of academic accommodations for a documented disability may consult Disability Services (room 3580 – 3rd floor Library, disabilityservices@flcc.edu or 585-785-1441) to arrange appropriate accommodations. Students are required to give reasonable notice, typically at least 3 working days, prior to receiving requested accommodations.

Office of Community Standards and Counseling:

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, who lacks a safe and stable place to live, and believes this may affect their performance in this course is urged to contact the Office of Community Standards and Counseling, located on the 3rd floor, in room 3260 or at [\(585\) 785-1211](tel:5857851211), standards@flcc.edu, for support.