COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Attend every class session. Be on time.
2. Obtain the required course materials prior to the first class session.
3. Complete the first assignment prior to the first class session and all subsequent assignments to the best of your ability.
4. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

If you cannot perform these four expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
Course No. & Title: CAIS 191 ID8W2, Computer Concepts
Semester and Term: SPRING 2015
Time: 6pm – 9m
Campus Location: Bridgeport

Instructor & contact information:
Judith Puchalski
Email: jpuchals@bridgeport.edu
203-685-2615

Course Description:
This course provides elementary instruction in basic productivity packages, like Microsoft’s Office. It is for those students with no prior exposure to computer applications.
Prerequisite Courses: None
Course Code: BC, BUS

Required Textbook and Materials:
Microsoft® Office 2013: Introductory, 1st Edition

- AUTHORS: Vermaat, Misty E. - ©2014
- USB Memory Stick/Flash Drive

To order textbooks, go to the bookstore website at http://bridgeport.textbooktech.com/
Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

Learning Outcomes:
Upon completion of this course, the student should be able to:

- The students will learn the fundamentals of Microsoft Office Word 2013, Microsoft Office Excel 2013, Microsoft Office Access 2013, Microsoft Office PowerPoint 2013, and the Microsoft Office operating system (Windows).
- The students will be exposed to practical examples of the computer as a useful tool.
- The student will learn the proper procedures to create documents, worksheets, databases and presentation suitable for coursework, professional purposes, and personal use.
- The students will discover the underlying functionality of Office 2013 so they can become more proficient.
- The students will learn and become more productive by doing.
FIRST ASSIGNMENT – To be completed prior to the first class.

1 – Read Introduction to Technology – Pages 1-36
2 – Read Case Study – Farmers’ Market on Page 40
3 – Prepare a document with your findings and ideas
4 – Read Office 2013 and Windows 8 chapter – Pages OFF1 – OFF83

CLASS 1 – 3/10/15

1 – Class lecture on technology, Office 2013 and Windows 8
2 – In class assignments – Page OFF84 – Extend Your Knowledge
   - AND –
   - Page OFF87 – 1: Creating Beginning Files for Classes.
3 – Class Lecture - Introduction to Microsoft Word
4 – In class assignments – Page WD56 – Extend Your Knowledge
5 – Homework Assignments – Page WD58 – Lab1: Creating a Flyer with a Picture
   - AND –
   - Read Word Chapter 1 & 2 – Pages WD1 – WD123

CLASS 2 – 3/17/15

1 – Class lecture on Word – Research Papers, Business Letters
2 – In class assignments – Page WD190 – Apply Your Knowledge
   - AND –
   - Page WD191 – Extend Your Knowledge
3 – Homework Assignments – Page WD194 – Lab 1: Creating a Letter with a Letterhead
   - AND –
   - Review Word Chapter 3 – Pages WD138 – WD189
   - Read Powerpoint Chapter 1 & 2 – Pages PPT1 – PPT125

CLASS 3 – 3/24/15

1 – Class Lecture on Powerpoint – Creating & Editing a Presentation
2 – In class assignments – Page PPT57 – Apply Your Knowledge
3 – Class Lecture – Enhancing a Presentation
4 – In class assignments – Page PPT127 – Apply Your Knowledge
5 – Homework Assignment – Create Your Own 5 Minute Presentation

CLASS 4 – 3/31/15

1 – Class Presentations of Powerpoint Slideshow
2 – Class Lecture – Beginning in Excel
3 – Homework Assignments – Read Excel Chapter 1&2 – EX1 – EX118
CLASS 5 – 4/7/15

1 – Class Lecture – Creating an Excel Worksheet and Chart
2 – In class assignments – Page EX55 – Apply Your Knowledge
3 – Class Lecture – Formulas, Functions and Formatting
4 – In class assignments – Page EX119 – Apply Your Knowledge
5 – Homework Assignments – Page EX123 Lab1: Loan Balance Worksheet
   - AND – Read Excel Chapter 3 – EX129 – EX192

CLASS 6 – 4/14/15

1 – Class Lecture – Working with Large Worksheets and Charting
2 – In class assignments – Page EX193 – Apply Your Knowledge
   - AND – Page 196 – Analyze, Correct, Improve
3 – Homework Assignments – Page EX202 – Updating a Weekly Payroll Worksheet
   - AND – Read Access Chapter 1 – AC1 – AC64

CLASS 7 – 4/21/15

1 – Class Lecture – An Introduction to Access
2 – In class assignments – Page AC68 – In the Labs – Lab 1 – Creating Objects for Dartt Offsite Services Database
3 – Review for Final

CLASS 8 - 4/28/15

FINAL EXAM

GRADING –

You will be graded based upon your successful completion and timely submission of all assignments – in class as well as homework.
In addition, there will be a comprehensive final exam on the last day of class covering the topics that were discussed in class.
Finally, your class participation is necessary to achieve the greatest return from the topics covered in this class.

The grade breakdown is as follows:

Assignments – 40%
Final – 50%
Class Participation – 10%
Attendance is mandatory. An unexcused absence will result in a deduction in the final grade.

ACADEMIC POLICIES

Attendance Policy

Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

IMPORTANT:

- Missing one class session will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- Missing two or more class sessions will be cause for a failing grade.
- Note: For 15-week courses; missing two class sessions will result in a letter grade drop and three or more will cause a failing grade.

Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage: http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

Cell Phones

Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty

The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:
Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at:
The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: [www.etutoring.org](http://www.etutoring.org). To use this free service you must have a UBNet account.

### Obtaining a UBNet Account

Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: [http://www.bridgeport.edu/ubnet](http://www.bridgeport.edu/ubnet) - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at:

[http://www.bridgeport.edu/email](http://www.bridgeport.edu/email) and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

### Accessing Your Grades & Schedule Online

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

### Using the Library

Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

### Using Computers

Open access computer labs are available at three locations:

- **Bridgeport** – 1st floor of the Wahlstrom library. Check library hours of operation at: [http://www.bridgeport.edu/library](http://www.bridgeport.edu/library).
- **Stamford** – Room D; Check open hours at: [http://www.bridgeport.edu/stamford](http://www.bridgeport.edu/stamford)
- **Waterbury** – Computer Lab; Check open hours at: [http://www.bridgeport.edu/waterbury](http://www.bridgeport.edu/waterbury)
Course Cancellations

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

IMPORTANT CONTACT INFORMATION

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<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4472</td>
<td><a href="mailto:bursar@bridgeport.edu">bursar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:cashier@bridgeport.edu">cashier@bridgeport.edu</a></td>
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<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:finaid@bridgeport.edu">finaid@bridgeport.edu</a></td>
</tr>
<tr>
<td>Grade &amp; Fee Report</td>
<td>203) 576-4692</td>
<td><a href="mailto:grade_fee@bridgeport.edu">grade_fee@bridgeport.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(203) 576-4635</td>
<td><a href="mailto:registrar@bridgeport.edu">registrar@bridgeport.edu</a></td>
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<tr>
<td>Emergency Notification Phone</td>
<td>(203) 576-4159</td>
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<tr>
<td>IDEAL Office</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
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CAMPUS CONTACT INFORMATION

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<tbody>
<tr>
<td>Bridgeport</td>
<td>126 Park Avenue</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
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<td>Bridgeport, CT 06604</td>
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<tr>
<td>Stamford</td>
<td>5 Riverbend Drive</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
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<td></td>
<td>Stamford, CT 06750</td>
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<tr>
<td>Waterbury</td>
<td>84 Progress Lane</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
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Directions to IDEAL Campus locations

http://www.bridgeport.edu/pages/2260.asp

To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov.

The school code for the University of Bridgeport is 001416.

Federal Student Aid Information: 1-800-433-3243