



## Syllabus



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## CMPL 511: Software Tools

credits: 4 CRN# 40169

Summer Term 2008, July 12th - September 5th

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Last Updated: May 18, 2008

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### Course Description

This course will provide students with an intermediate level understanding of:

- Computer Hardware
- The role of Operating System software
- How Application software fits into a computer system
- Types of Application software
- How to use software tools at a basic/intermediate level, including:
  - **Microsoft Windows** - Operating System/Graphic Interface
  - **Microsoft Word** - Word processing application
  - **Microsoft Excel** - Spreadsheet package
  - **Microsoft Access** - Database management system
  - **Microsoft PowerPoint** - Presentation software
  - **Email and Web Browser Software** - Communications software

**Please note:** This summer course is a compressed version of Software Tools. That means that the normal 12 week course is packed into 8 weeks. The weekly workload is correspondingly higher, so please make sure you plan your time accordingly.

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### Prerequisites

You should have successfully completed CMPL-510 or comparable prior learning or course work. This means that you should know how to complete basic computer tasks such as starting a program, saving files, getting online, and sending and receiving email.

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### Blackboard Orientations

**There are no face-to-face sessions for this course.** If you have never taken an Online Interactive Course (OIC) at the college, we highly recommend that you attend one of the [2-hour Blackboard Orientation sessions](#) available throughout the state. If you choose not to attend a face-to-face session, you are encouraged to view our new [Online Orientation with audio](#) at your own convenience.

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### Required Resources

#### Textbooks:

1. **Microsoft Office 2007 Introductory Concepts and Techniques, Windows XP Edition** by

Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat. ISBN# 1-4188-4327-X (or spiral bound: 1-4188-4328-8)

2. **Discovering Computers Fundamentals, Fourth Edition** by Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat. ISBN 1-4239-1210-1.

The textbook is available online at MBS Direct at: <http://bookstore.mbsdirect.net/gsc.htm> (The course-CRN number for ordering this textbook is: 40169). Textbooks can also be purchased from MBS via phone, mail or fax. For additional information, visit the [Online Bookstore](#) section of the college web site.

**PLEASE NOTE:** It is the learner's responsibility to have purchased all required course materials before the start of the course. Learners are expected to meet all course expectations even if the shipment of a required textbook or other learning resource is delayed. Be sure to choose the shipping option that will get your text/resource delivered in a timely manner.

#### Computer Resources: Hardware and Software:

- **Computer:** A recent model Windows PC or a recent Apple Macintosh running Windows
- **Operating System:** Microsoft Windows XP (Windows in earlier versions such as 2000, ME and 98 will work for this course). NOTE: The new Microsoft VISTA operating system is not yet certified by Blackboard and Granite State College. We are currently testing all functions of Blackboard and Webrock for compatibility with minimal issues found at this time. Read more at: <http://bbresources.granite.edu/techassist/vista.htm>
- **Application Software:** MS Office Professional 2007 preferred, MS Office 2002 (XP) or 2003 Professional is acceptable. Students using MS Office 2003 or 2002 should expect to compensate for extensive version differences. Required software includes 4 major applications:
  - Microsoft Word - Word Processing
  - Microsoft Excel - Spreadsheet application
  - Microsoft PowerPoint - Presentation software
  - Microsoft Access - Database Management system

**Please Note:** While MS Office comes in many versions, only Office Professional has all of the applications used in this course. Most Office versions do **not** include Microsoft Access. You can check [www.utc.unh.edu/prices.shtml](http://www.utc.unh.edu/prices.shtml) for software ordering information. **You may also check [http://bbresources.granite.edu/portal/msoffice07\\_ultimatedeal.pdf](http://bbresources.granite.edu/portal/msoffice07_ultimatedeal.pdf) for information on the latest version of Microsoft® Office Ultimate 2007 at a significantly reduced cost.** Students may also purchase this software from a variety of academic software discount sites such as: [www.academicssuperstore.com](http://www.academicssuperstore.com), [www.journeyed.com](http://www.journeyed.com) and [www.gradware.com](http://www.gradware.com).

- **Web Access:** You need to be able to reach the World Wide Web, either through a network at your place of business or through a modem connection from home. For detailed information on technical requirements and supported browsers, visit the OIC Requirements page (<http://www.granite.edu/academics/online-programs/about-online-learning/technical-requirements.aspx>) and the Getting Started page (<http://www.granite.edu/academics/online-programs/about-online-learning/>).
- **Adobe Acrobat Reader:** (This can be downloaded for free at <http://www.adobe.com/products/acrobat/readstep2.html>)

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## Learning Outcomes

The goal of this course is to introduce the student to microcomputers and the applications used with

them. Students will get hands-on experience with the Microsoft Windows operating system and with Microsoft Office applications, including word processing, spreadsheets, database management, animated presentations, and telecommunications. Students will also learn about basic computer concepts such as what a computer is, how it works, and what makes it a powerful tool. Students learn about the components of a computer along with computer software, computer networks, and the Internet.

At the conclusion of this course, students will be able to:

1. Use common computing terminology correctly to explain how computers work and to describe the characteristics of system hardware, software and peripheral devices.
2. Identify characteristics of common networks such as WANs, (including the Internet) LANs and the protocols that support them.
3. Manage files and directories in both a single user and networked environment.
4. Identify and explain the importance of safe computing practices (e.g. spyware and virus preventions, operating system updates.)
5. Create a formatted word-processing document that utilizes common formatting features.
6. Create a formatted spreadsheet that performs basic calculations using functions and formulas.
7. Create an effective presentation using presentation software.
8. Create a database from an existing design, create the forms for data entry, make queries of the database and generate reports.
9. Demonstrate ability to navigate a course management system including making postings to a discussion board, submitting assignments and reviewing content.
10. Articulate and discuss basic ethical, legal and societal issues arising from computer use and the implications of electronic technologies.
11. Locate, evaluate and use information found on the Internet efficiently
12. Format academic and professional documents in MLA, APA or other appropriate citation formats.

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## Evidence of Accomplishment

Like a traditional classroom, your active participation in the course activities is integral to your learning. Timeliness is a key component to being successful. In this course you will be evaluated upon the following:

### Participation

Participation means logging in every other day or so, being active on the Discussion Board and displaying knowledge of the reading material on a weekly basis. For each module students will be encouraged to participate in a community of learning via the Discussion Board. The key to making this interaction meaningful is not how many times you post; it's the quality of your thinking and reflection that counts the most.

*Participation will count for 15% of your grade.*

### Individual Assignments

Specifics on the individual assignments are provided within the course pages. Your individual work consists of reading, lecture notes, review questions, and completing your individual assignments for the week. See the Assignment Rubric for grading criteria.

*Individual Assignments will count for 50% of your final grade.*

### Quizzes

Quizzes are meant to ensure your mastery of basic concepts, vocabulary and applications from hands-on work plus the reading from Course Notes and the Discovering Computers text for each module. These quizzes will be available for specified times toward the end of each module as detailed in the course pages.

*Quizzes will count for 35% of your final grade.*

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## Performance Evaluation

Your final course grade will be based upon the following grading scale:

A: 100-95	B: 86-84	C: 76-74	D: 66-64
A-: 94-90	B-: 83-80	C-: 73-70	D-: 63-60
B+: 89-87	C+: 79-77	D+: 69-67	F: 59-0

**NOTE:** Students must receive a grade of "C" or better for all courses in their major.

## Academic Honesty

An academic community is based on honesty and integrity. All work that you submit should be your own. When summarizing or explaining ideas that are based on another's work, make sure to cite references appropriately. (For more information on proper citation, see the Library's website: <http://www.granite.edu/current-students/virtual-library/writers-resources/>). Plagiarism will not be tolerated. Plagiarism is using another's words or even paraphrasing another's work without giving proper credit through the use of citations. For questions regarding Granite State College's academic honesty policy, see page 65 of the college catalog.

## Outline of Course Structure & Content

**There are NO face-to-face sessions in this course.** This course consists of eight modules which are outlined in detail below. Consider the information below as a guide to the flow of work for this course. Details of assignments are available in the course contents online. Please note that this schedule is subject to change.

Module	Assigned Activities	
	Office 2007 Windows XP Edition	Discovering Computers and Forums
<b>Module 1</b> (July 12 - 18)	Windows Chapter 1  Word Chapter 1	<ul style="list-style-type: none"> <li>• Read Chapter 1 Intro to Computers</li> <li>• Quiz on Chapter 1</li> <li>• Begin Reading Chapter 2 The Internet &amp; The World Wide Web</li> </ul>
<b>Module 2</b> (July 19 - 25)	Word Chapter 2 (Week 1)  Word Chapter 3 (Week 2)  Begin the <b>Compass</b> tutorial	<ul style="list-style-type: none"> <li>• Discussion Forum on Citation Formats &amp; guided activity on Information Research (on the web) by GSC Librarian</li> <li>• Finish Chapter 2</li> <li>• Quiz on Chapter 2</li> <li>• Read Chapter 3 Application Software</li> <li>• Quiz on Chapter 3</li> </ul>
<b>Module 3</b> (July 26 - Aug 1)	Excel Chapter 1	<ul style="list-style-type: none"> <li>• Read Chapter 4 System Components</li> <li>• Quiz on Chapter 4</li> <li>• Start Chapter 5 Input &amp; Output</li> </ul>
<b>Module 4</b> (Aug 2 - 8)	Excel Chapter 2 (Week 1)  Excel Chapter 3 (Week 2)	<ul style="list-style-type: none"> <li>• Finish Chapter 5</li> <li>• Quiz on Chapter 5</li> <li>• Read Chapter 6</li> <li>• Quiz on Chapter 6</li> </ul>
<b>Module 5</b>	Access Chapter 1	<ul style="list-style-type: none"> <li>• Read Chapter 7 Operating</li> </ul>

(Aug 9 - 15)		Systems <ul style="list-style-type: none"> <li>• Quiz on Chapter 7</li> <li>• Begin Chapter 8 Networks</li> </ul>
<b>Module 6</b> (Aug 16 - 22)	Access Chapter 2 (Week 1) Access Chapter 3 (Week 2)	<ul style="list-style-type: none"> <li>• Finish Chapter 8</li> <li>• Quiz on Chapter 8</li> <li>• Read Chapter 9 Database Management</li> <li>• Quiz on Chapter 9</li> </ul>
<b>Module 7</b> (Aug 23 - 29)	PowerPoint Chapter 1 (Week 1) PowerPoint Chapter 2 (Week 2)	<ul style="list-style-type: none"> <li>• Read Chapter 10 Security, Ethics &amp; Privacy</li> <li>• Discussion Forum on copyright and plagiarism by GSC librarian</li> <li>• Quiz on Chapter 10</li> <li>• Begin Chapter 11 Information System Development and Programming</li> </ul>
<b>Module 8</b> (Aug 30 - Sept 5)	Office 2007 Integration	<ul style="list-style-type: none"> <li>• Finish Chapter 11</li> <li>• Quiz on Chapter 11</li> <li>• Read Chapter 12 Enterprise Computing</li> <li>• Quiz on Chapter 12</li> </ul>

**Note:** The content of this syllabus is subject to change as needed.

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## ADA

Granite State College will provide qualified individuals with disabilities the same educational opportunities available to persons without disabilities. When an individual's documented disability creates a barrier to educational opportunities, the College will attempt reasonable accommodation to remove the barrier. If you need assistance, it is important that you make contact early to ensure that your requests can be reviewed prior to the start of each term. If you wish to apply for accommodations, contact your academic advisor or the dean of learner services in the Administration Offices in Concord. See ADA in the college catalog for details.

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## Institutional Assessment

Assessment is an ongoing process that enables the College to improve its programs, courses, and teaching methods. Institutional evaluation may be embedded in tests, exams, and other measurements of student learning. As members of a learning community, students, faculty, and staff will be expected to participate in the important process of assessment on occasion. Confidentiality of any data that identify participants is maintained.

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## Technical Assistance

For assistance with accessing your course or with other technical issues regarding your online course, contact the [GSC Technical Assistance Center](#) (<http://bbresources.granite.edu/techassist/help.htm>) or call **1-888-372-4270** (Hours: M-F, 8:30-5:00, on weekends messages are checked daily).