

SECTION CIS 105, Item 0669, Section N2, Totally online.

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DESCRIPTION

Master essential computing skills for business and school, including Windows file management, MS Office (Word, Excel, Access) and internet tools. Prerequisite: COMPASS reading score of 80 and Math 080 or equivalent or instructor permission.

REQUIRED TEXTS AND MATERIALS

A SCC course bundle ISBN 0-558-64495-3 available through the SCC Bookstore was prepared specifically for Shoreline CIS105 students and contains the following:

- ****Exploring Microsoft Office 2007 Professional Volume 1, Third Edition**, by Grauer and Hulett/Krebs/Lockley/Mulbery/Scheeren, Pearson/Prentice-Hall, Inc., 2010. This text has a section on Vista.
- ****Getting Started with Computing Concepts** by Grauer and Hogan (52 pages) On one-hour reserve in SCC library.
- A CD for a 180-day licensed version of Office 2007.
 - This limited license version of Office 2007 may not work on a MAC although I have not tried to install it on a MAC.
 - Office 2007 does require either Windows XP or Vista.
 - Do not install this version if you already have a licensed copy of Office 2007. If you need Access 2007 only, please contact the instructor.
- *A Student Resource CD*
- *A booklet on Windows XP*
- *A myitlab Access code that is required for you to complete homework and tests*
- *Free Companion Website at*
http://wps.prenhall.com/bp_exploring_office_2007_Vol1_3E/

***A copy of these texts is on one-hour reserve at the SCC library.*

If you choose to purchase the text not at the SCC bookstore, you are still responsible for having all the materials included in this bundle that was prepared specifically for Shoreline CIS105 students. The cost of individual pieces is higher than in the bundle. For example, buying the myitlab Access code separately cost about \$100.

There may be used books in the bookstore; however, the 180-day license for Office 2007, the myitlab Access code and the Computing Concepts booklet may not be included. Previous editions of the text are different from the required third edition; for example, the third edition uses Vista. The Office 2003 text is not the same and will not

work for this class; the two textbooks are quite different and have different activities.

REQUIRED MATERIALS – Electronic Storage

If you work at school, you will need to have a flash drive. You must save your work throughout the quarter, have it available during the quarter, and keep it until your grade is confirmed. If you plan to work at home, you are probably accustomed to storing your work on your home computer. Save your homework to a flash drive as backup.

Additional Notes

This course is designed to study the Microsoft Windows (Windows 7, XP, or Vista) environment. It is not a class designed for the MAC nor for the MAC version of Office. If you are a MAC user, you can still be successful; however, you will need to use your resources to make your MAC run Windows Office 2007. Please see the online note for Mac Users for additional information. This section of CIS105 includes PowerPoint.

RECOMMENDED SKILLS

Ability to keyboard (type) strongly recommended. Prior computer experience with Windows and the internet is also strongly recommended.

In addition, eLearning courses do require a minimum level of computer competency. Review the list below to see if you have the computer skills to take an eLearning course.

- I can work independently and without prodding. I know that the course requires a lot of reading in lieu of course lectures.
- I know how to connect to the World Wide Web using a Web browser.
- I can navigate around the Web and know how to use search engines.
- I know how to send and receive e-mail using the e-mail system of my choice. Visit <http://www.netmanners.com/email-etiquette/category/email-etiquette-articles/> for tips.
- I know how to do basic word processing, including cutting and pasting.
- I know how to open, save, and manage files. I have access to a computer 5-7 days per week.
- The computer I will use meets the basic requirements for this course and has the software required for the course. Windows XP or Windows Vista or Windows 7 is required to run Office 2007. A 180-day license for Office 2007 comes with the text available through the Shoreline bookstore.

If you do not have these skills, you may find this class extremely challenging and should plan a little additional time for this course. If you cannot type, I strongly recommend that you take keyboarding before you take this course.

To take an introductory tutorial, Log in to Blackboard (<http://shoreline.blackboard.com/>) with user name as *bbtutorial* and password as *guest*. In addition, Blackboard Orientation sessions are available by DVD checkout from the SCC Library Circulation Desk. If you are on campus, E-Learning sessions are free and are on the following days/times:

OPTIONAL MATERIALS – Printing

Homework materials are to be submitted electronically using Blackboard. However, if you want to do some printing on campus, you will need to prepay for printing. Your Student ID card available in the SCC Library can be used as a “value-added” card. We are using a “Pharos” printing system. Currently, the cost for printing is 2 cents per page.

REQUIRED HARDWARE AND SOFTWARE FOR THIS COURSE

Your computer should be equipped with Windows 7, Windows XP, or Vista AND Microsoft Office System 2007 Professional (Word, Excel, Access, PowerPoint), e-mail, Internet access, Internet Explorer or Firefox (other browsers may work but the textbook references IE), Acrobat Reader, and adequate storage on either a hard disk or other editable storage. To download a browser, go to the eLearning site at <http://www.shoreline.edu/elearning/equipment.html#browser>. Firefox works best with Blackboard 9. Check the eLearning site for additional information on browser settings and other frequently asked questions at <http://www.shoreline.edu/elearning/faq.html>. See more on browsers later in this syllabus.

Microsoft Office 2007 Professional. You will need Microsoft Office System 2007 Professional because the textbook is written with instructions for Word 2007, Excel 2007, PowerPoint 2007, and Access 2007. The copy of the software which comes with the textbook bundle comes with the four programs listed. **DO NOT INSTALL THE 180-DAY LICENSE IF YOU ALREADY HAVE THE SOFTWARE.**

If you have already purchased the Home and Student version of Office 2007, it comes with Word, Excel, and PowerPoint; it does not come with Access.

If you would like a copy of Access 2007, send an e-mail right away to your instructor indicating that you would like to take advantage of the MSDNAA agreement that the Business Department at Shoreline has with Microsoft allowing you to get a full copy of Access for **free** installation on your computer. The copy of Access you get through the MSDNAA is not a trial version; unfortunately, Word/Excel/PowerPoint 2007 are not included in the MSDNAA agreement and are not available through that program. That is why if you don't have the programs, the 180-day licensed version that comes with your text is your best option.

If your computer cannot handle Office 2007, then you will need to use the Windows-based computers in the student computer lab in the lower level of the library.

Office 2010 was released on June 15, 2010, and previous versions are no longer available. If you are interested in purchasing a full version of Microsoft Office 2010, go to <http://www.microsoft.com/student/office/en-us/default.aspx>. This offer is open to students and requires that you have an .edu email address. For \$79.95, you can order Microsoft Office Professional Academic 2010. See the Microsoft site for more information. Warning: I don't know how compatible the programs are, but I am guessing that most things are somewhat similar. Office 2010 does have what is called backstage view, so there are differences and if you decide to use Office 2010, you will need to be bold and independent enough to search out how to do things.

OTHER VERSIONS OF OFFICE: Office 2007 has additional features that previous versions of Office do not have. Likewise, Office 2010 has features not available in Office 2007. The text uses Office 2007. If there are features taught in the text that your version does not have, you will need to either complete the materials on a computer with the correct version, or you will lose the points on the assignments. The course requirement is to have the appropriate software. ***The text is written for Office 2007 in the Windows environment and is not written for the MAC environment nor is it written for the Mac version of Office.***

Microsoft Works is not the same as Office 2007 and should not be used. Open source documents are not the same and should not be used.

Windows: The text is written for Vista. Many home users have Windows XP while I suspect that many of you have Windows 7. You should be able to navigate in most versions of Windows so exact version match is less critical for Windows (so long as it supports the applications you want to run). Note that the SCC Windows computer labs have Windows 7.

If you are using a MAC for this class, please see the information on Using Your Mac for this class.

Internet Browsers. The text materials for the text have been designed with *Internet Explorer* as the browser. <http://www.shoreline.edu/elearning/answers/answer43.html>

You can download any of these web browsers by clicking on the following links:

- [Download Internet Explorer](#)
- [Download Mozilla Firefox](#)
- [Download Apple Safari](#)

Internet Explorer 8.0 is not yet certified with Blackboard so use Compatibility View in IE 8. At this time, it is recommended that you use Firefox with Blackboard. Learn more about **Compatibility View** by [clicking here](#).

America Online (AOL) is incompatible with Blackboard and students cannot use AOL with their Blackboard classes. To access Blackboard, AOL users must download a standard (or stand-alone) version of either Mozilla Firefox or Internet Explorer. Then follow these procedures to access Blackboard:

- Connect to AOL as you normally do, but stay at the AOL welcome page.
- Minimize but do not close the AOL window to keep AOL running in the background. Explorer or Firefox will then use your AOL Internet connection.
- Launch Internet Explorer or Mozilla Firefox.
- Login to Blackboard using Internet Explorer or Mozilla Firefox.

You should set your browser to refresh Web pages so you can be sure of the most updated information.

- In Internet Explorer, go to **Tools > Options > Settings** and select **Every Visit to the Page**.
- On the PC hitting the **F5** key to refresh the page. On the Mac, hit **Command-R**.
- If you are using Firefox, you would go Tools > Clear Private Data then select Browser History > Cache > Cookies > Clear Private Data Now.

E-mail. You will need a reliable Internet connection and e-mail. Set up an e-mail account for free through Shoreline at <http://www.shoreline.edu/StudentAccounts.aspx> . Your Shoreline e-mail account is internet accessible so that it is available wherever you have an internet connection.

If you use Hotmail, Yahoo, or AOL for your e-mail, be aware that your e-mail accounts may not receive e-mail messages sent through Blackboard, the online course management tool used here at Shoreline. These e-mail providers have security features including junk mail filters that may interpret Blackboard e-mail as junk mail. The result is that Blackboard messages are sent either to a junk mail folder or are disposed of immediately. If you have a Hotmail account, check the instructions for setting your Hotmail account to accept Blackboard messages; these instructions may be found at <http://www.miami.edu/bb/hotmail/>.

By the way, my e-mail filters out e-mail messages that have heavy use of graphics, including the little smiley face icons and e-mail stationery (backgrounds). Please do not send me messages with lots of graphics. Email messages that arrive with no subject line or without meaningful subject lines (HELP by itself is not a meaningful subject line although it may certainly express your thoughts!) may get deleted as my email gets bombarded with spam even though we have pretty good filters in force. Avoid using abbreviations such as "lol" or "imho."

File Compression Program. Use the compression program that comes with Windows for submitting your work. My computer does not have the software to open other compression formats; please send compressed files only in **.zip** format.

PDF Viewer. You will need to use a PDF Viewer which you should be able to download for free at <http://www.adobe.com/>.

COMPUTER ACCESS ON CAMPUS

You may use the computers in the Open Lab in the lower level of the library on campus. If you use campus computers, you will need to save your work to a portable disk of some kind (flash/jump drive recommended). The Open Lab is generally available when the SCC Library is open. Check online for Computer Lab Hours in 4102.

Each of the computer labs has a dispenser with hand sanitizer. I do not know how often the dispensers will be refilled; if you are concerned about not having the sanitizers available, I recommend that you supply your own.

LEARNER OUTCOMES

- ❖ Identify basic components of a personal computer and their purposes; identify and use common operating system software.
 - Interpret and convert standard international scientific prefixes, for example, kilo, giga, and tera. Use appropriate units of measurement such as Hertz, bit, byte, and pixel.
 - Explain costs and benefits of file compression.
 - Build and use the hierarchical model of file and folder storage for digital information.
 - Use the binary number system.
 - Use printed and online resources to complete tasks.
- ❖ Address general internet concepts and competencies.
 - Identify components of URLs.
 - Use common internet search engines to locate information.
 - Explain basic copyright law with respect to the internet, students and businesses.
 - Evaluate validity of web resources.
 - Use professional style and etiquette to produce effective email; attach documents.
 - Create a basic web page using HTML.
- ❖ Address word processing concepts and competencies.
 - Compose and format documents appropriate for school and business.
 - Use advanced features for professionalism, including spelling and grammar checking, layout, images, formatting styles, find and replace.
- ❖ Address spreadsheet concepts and competencies.
 - Identify and create constants, formulas, and functions.
 - Applying grouping and operator precedence rules effectively.
 - Implement relative, absolute, and mixed cell referencing to build spreadsheet models.
 - Isolate assumptions; apply IF and LOOKUP and other functions to automate spreadsheets.
 - Choose and implement appropriate charts to illustrate numeric data.
 - Identify and implement criteria to sort and/or filter data.

- ❖ Address database concepts and competencies.
 - Identify database components.
 - Create and modify tables, forms, reports, queries
- ❖ Create and modify PowerPoint presentations
 - Incorporate tables and clips.
 - Use transitions and animations.
 - Apply design themes.

GRADING* All work will be scored using points. (approximately 1200 points possible)

Assignments and Quizzes – approximately 50%

All work should conform to the grading requirements and due dates and to the procedure for each assignment defined in the text or by the instructor. Work must be submitted promptly and completed accurately in order to count for full credit. Assignments are to be submitted as directed.

Generally, homework will be submitted electronically using the submission link. Assignments are due on the dates listed in the assignment schedule. Notify your instructor if your score has not been posted within a week. All textbook assignments will be due by the date listed in the most recent syllabus/schedule. **Late assignments will not be accepted or graded.** There are opportunities for extra credit in the class in case you miss a deadline.

Any Discussion Board posts must be made on time; no late posts will be graded.

Online Study Guides (OSG) Quizzes may be scheduled for release at specific assigned times **Late OSG will not be accepted or graded.** You will not be required to do all of the OSGs, only the ones assigned.

The last PowerPoint assignments will be due by 10 a.m. on the last class day of the quarter. **Late assignments will not be accepted or graded.** Be sure to save all of your work to a flash drive and/or to your home computer; keep all copies until you have ascertained that your course grade is correct.

Tests (5 tests) – approximately 50%

Tests must be taken as scheduled after completion of the assigned unit materials. Tests are available for several days so that makeup tests are not allowed. If you are unable to take the test as scheduled for any reason, contact your instructor **well before** the test. Missed tests will be scored as a 0.0.

Each test consists of a **written** examination (mostly multiple choice) and a **hands-on** examination. The written tests will be administered through Blackboard while the hands-on tests are practical application of the content materials. The hands-on tests will be completed using [myitlab](#). Since the written test is administered through Blackboard, you should plan to take the test well

before the due date and time (not the same day as the due date) so that if there are technical difficulties, there will be time to address them.

Of the five examinations, there will be most emphasis placed on the Excel examination since this course does count as a QR for many professional/technical certificates/degrees.

OPTIONAL Final Examination for Extra Credit

An optional Blackboard final examination worth 40 points will be available for extra credit during Final Examinations. Check your online classroom for dates. There is no makeup on this opportunity. **Late assignments will not be accepted or graded.**

Grade Conversion Chart from Percentage to Decimal Grade Based

%, Points, and Grade	%, Points, and Grade	%, Points, and Grade	%, Points, and Grade
94-100% = 4.0	80% = 3.0	70% = 2.0	
90-93% = 3.9	79% = 2.9	69% = 1.9	60% = 1.0
88-89% = 3.8	78% = 2.8	68% = 1.8	59% = 0.9
87% = 3.7	77% = 2.7	67% = 1.7	58% = 0.8
86% = 3.6	76% = 2.6	66% = 1.6	57% = 0.7
85% = 3.5	75% = 2.5	65% = 1.5	0-56% = 0.0
84% = 3.4	74% = 2.4	64% = 1.4	
83% = 3.3	73% = 2.3	63% = 1.3	
82% = 3.2	72% = 2.2	62% = 1.2	
81% = 3.1	71% = 2.1	61% = 1.1	

*The instructor reserves the right to alter the point schedule and assignments during the quarter. If a change is made to the point totals, the grade chart will be used but based solely on the percentage of total points and the conversion based on percent to a decimal grade.

All grades will be recorded in the Blackboard classroom. It is the student’s responsibility to keep track of submitted work. Allow one week after submission for the instructor to grade and post your work. Do not wait until the end of the quarter to ask questions about your assignments.

AMERICANS WITH DISABILITIES ACT: Students who have accommodation needs based on the Americans with Disabilities Act are required to establish their eligibility for accommodation through the Office of Special Services (Room 5226, 206-546-4545). To receive special accommodations, students must be registered with the Office of Special Services which determines who receives accommodations and notifies faculty of students in their classes who are allowed specific required accommodations.

CHEATING

Cheating is a serious offense and may result in a failing grade. **ANY** use of work of another student with the intent to submit it as your own is considered cheating. If two assignments/tests look inappropriately similar, both assignments/tests will receive no credit (no points). If you work with someone else on homework assignments, you must each complete your own work in its entirety; simply altering names on assignments is considered cheating.

STRATEGIES FOR SUCCESS

Read the text information before you work on the text assignments. Read the instructions on the assignment sheet as well as the information in the text before completing the hands-on assignments. Do not rely on learning the software features simply by completing the hands-on exercises. **Complete work for your class on a regular basis.** You will need at least 5-10 hours each week on the computer and additional time for completing the reading assignments.

Contact your instructor if you have questions about an assignment. It is your responsibility to do this. If you do not ask questions, your instructor will be unable to provide you with the help you may desire. Do not wait until the night before the assignment is due to ask your questions since your instructor may not be able to answer your e-mail before the assignment is due. Do not include your questions as part of your homework submissions. Ask questions by e-mail and/or by phone/appointment.

Check the Blackboard site daily for announcements. Most announcements will not be sent as email.

WITHDRAWAL

If you decide to withdraw and you are on campus, fill out a Change of Program form. Your instructor must sign it, and you must take it to the Registration Office by the date determined by the registrar. The W grade remains on the transcript but is not counted in the GPA computation. No Ws are possible after the date determined by the registrar.

If you are a totally online student, you are to send an email to your instructor including your name as recorded on your registration materials, your student ID, the course you are dropping including the section number and item number. Your instructor will respond to your email which you are to submit to registration. Check online for the full instructions. <http://www.shoreline.edu/es/withdrawalfromclass.aspx>

It is the student's responsibility to complete the drop or withdrawal procedure by the dates set by the registrar.

Z GRADE

The Z Grade is a Hardship Withdrawal. Written documentation needs to be completed verifying the agreement between the instructor and student that a crisis and/or unusual, extreme situation has prevented the student from completing the course. This grade is not considered in GPA calculations.

P/NC or P/0.0 STATUS

P/NC or P/0.0 grading is an option, but application must be submitted by the date determined by the Registrar. The P grade at Shoreline means that the student has achieved a minimum of 2.0 or better for the quarter in this class. See your instructor if you are considering this option. See the college catalog for a complete description of this option.

NC GRADE

You can earn an **NC** grade in this class but you must apply in writing according to the schedule determined by the Registrar. This grade may be earned only after consultation with your instructor and with instructor permission. This grade is not considered in the GPA calculation.

V GRADE

A V grade may be given when the student has never appeared in class or attended briefly and did not return. The V grade is equivalent to a 0.0 and as such does count in grade point calculations. It is the responsibility of the student to withdraw officially from a class; simply deciding not to attend does not qualify as an official withdrawal.

INCOMPLETE GRADE

The Incomplete grade is used only rarely in cases of unusual circumstance when no additional instruction is needed and very few activities remain to be completed. This grade must be arranged in consultation with the instructor and only with instructor permission prior to the last day of instruction for the quarter. An Incomplete Contract form must be signed by both the student and the instructor. See the college catalog for a complete description of this option. The Incomplete Grade is not to be used just because you get behind.

COMPUTER CLASSROOM GUIDELINES

If you are working in the computer labs on campus, there is no smoking, drinking, or eating in the labs. No children please. Please, no beepers or cell phones. Duplication of material protected by U.S. Copyright Law is strictly forbidden.

Office 2007 is available in the student open lab located in the lower level of the library. Check at the library for the printing procedures in the student open lab. You need to be

aware of the printing fees and how to acquire a prepaid printing card if you plan to print on campus. The student open lab is supported by the Student Body Association. You can check with the Student Government Office or at the Library open lab if you have questions.

NOTE: Office 2007 has additional features that previous versions of Office do not have. Microsoft Works is not the same as Office 2003. Office 2007 has features that Office 2003 does not have; files saved in 2007 format will not be read by Office 2003. Office for the Macintosh is not the same as Office 2007 for Vista/Windows.

Be sure to get your Shoreline Community College photo identification card as soon as possible if you plan to work on campus. This ID card is used for the Pharos printing system.

Check the Shoreline web site for hours <http://www.shoreline.edu/help/>. The Library and Student Computer Lab in 4102 are usually open
Monday-Thursday from 7:30 a.m. to 9 p.m.
Fridays from 7:30 a.m. to 4:30 p.m.
Saturdays and Sundays from Noon-6 p.m.
Closed on designated school holidays

ADDITIONAL ASSISTANCE

Contact your instructor if you have questions about an assignment. It is your responsibility to do this. If you do not ask questions, your instructor will be unable to provide you with the help you may desire or need. Do not wait until the weekend before the assignment is due to ask your questions since I do not routinely check e-mail on the weekends nor do I check my office phone on weekends.

If you need a tutor and are a professional/technical student, see Tony Costa in Room 5204 or call 206-546-7852. If you need help with Blackboard, contact the eLearning Office at 206.546.6966 or at eLearning@shoreline.edu.

COURSE GUIDELINES

Check the online classroom and/or your e-mail daily.

Start your work immediately at the beginning of the quarter. Use the weekends to look at the work that will be due the following Friday. If you have questions you want to ask me, remember that I am not available on weekends. Completing work on a regular, routine basis will allow you to be successful. This course requires extensive reading and does not allow the luxury of getting behind.

Be prepared to spend 10-15 hours per week on the computer. Additional time should be planned for reading the text. If you were in a fully face-to-face class, you would spend time both listening to lectures in class and working on homework outside of class.

Ask questions when in doubt. Phone your instructor or send your instructor an e-mail (see page 1 for contact information). Or you may post your questions on the Homework Questions Discussion Board in the hopes that either your instructor or one of your classmates will respond.

Be mindful of the ideas of others. When you post replies to the Discussion Board, remember that you are responding to one of your classmates and that all of us can read your comments.

Always have a backup of your computer work. Here are guidelines for your work:

- Your work should be neat, named as requested, proofread, and corrected when you submit it. Submit your work using the submission link in Blackboard. Do not include homework questions as part of your submission. Instead, send me an email with your questions. If the submission link appears to "fail," send your work along with an explanation by email.
- When you send me an e-mail, please be sure to include your first and last names, CIS105 and Item Number, Section Number, and Assignment ID. If you have a question about a specific assignment, let me know which assignment, pages and steps are troubling you.
- You may send questions at any time, but I cannot guarantee a timely response on Saturday or Sunday. I am not always available on weekends or holidays, so please send your queries no later than Thursday. I do answer Friday email; however, that is usually not early enough to meet homework submission deadlines.
- If you have computer difficulties, you will need to have an emergency plan so that you don't get behind. Downtime of more than a day or two may cause you great distress in terms of getting your work completed. Computer woes, while understandable, will not be sufficient justification for homework delays of more than a day or two. In any event, contact your instructor immediately should you run into computer difficulties.

While I am not available 24/7, I do try to answer your messages promptly. However, please remember that I may have other work commitments during the day and sometimes even the evenings. I am often not available on weekends.

SCHEDULE CHANGES DUE TO WEATHER OR OTHER EVENTS

If the College is closed due to inclement weather or other extraordinary events, students should listen to **KIRO**, **KING**, or **KOMO** radio and television stations for broadcast of closures. Check the college web site at <http://www.shoreline.edu>. Or call 206-546-4101 on the main campus. Do not confuse SHORELINE COMMUNITY COLLEGE with the Shoreline School District. Continue to follow the course schedule.

It is the student's responsibility to listen for such announcements. If the campus is closed, the instructor usually will not be available.

Because this is an eLearning course, downtimes may occur if the college network or the Blackboard network is experiencing difficulty, but otherwise, unless there are widespread power outages, you should still be able to connect to your class and should be relatively unaffected by campus closures.

If the College should be closed for more than 5 days, the instructor will determine which, if any, assignments may be omitted. Check online for any additional information.

Assignment Schedule for Spring Quarter 2011

Note: The instructor reserves the right to adjust the schedule to meet the needs of the students.

All Assignments are due by 11PM Pacific time on Saturday of the week listed below unless otherwise specified in this syllabus below. No late work will be accepted or graded. The due dates listed in this syllabus supersede those you may find elsewhere.

Online Study Guides (OSG): You must score at least 85% and must properly identify and email them by the due date specified. You may re-do them multiple times but must not email more than one resulting score per chapter to your instructor.

Week 1 starts Monday 28 March 2011

Assignments 00-01-02-03-04 are in this folder and **do not require the text**. Whenever you see a folder in the online classroom, click the folder name to open it. Generally, the weekly folder will list the contents as well as the due dates. Detailed assignment instructions are inside the folder. The assignment instruction sheets are posted this week in Word 2003 (.doc) format. Starting next week, all instructions will be posted in Word 2007 (.docx) format.

Assignment 00 - Getting Started - you must read carefully and complete the practice test.

Assignment 01 - Using Blackboard (does not require text)

- Interests Forum - Post your thread by **Wednesday**
- Interests Forum Reply - Post your reply to someone else's original thread by **Friday**
- Send your email by **Friday**

Assignment 02 - File Compression and NotePad and HTML (does not require text)

Assignment 03 - Windows Accessories and Control Panel (does not require text)

Week 2 starts Monday 4 April 2011

This folder contains the instructions for Assignments 4-5-6-7-8. While this looks like quite a bit of work, you will find that it really isn't so bad if you work on these each day. Instructions are posted as Word 2007 (.docx) files.

Assignment 04 - Discussion Board.

- Original thread by **Tuesday**.
- Reply due by **Thursday**.

Assignment 05 - Computing Concepts Booklet

Assignment 06 - Grauer Text – Vista

Assignment 07 - File Management Review

Assignment 08 - Grauer Text - Office Fundamentals

Test 1 covering Assignments 1-8 will be available in a folder in the **Tests** section on Friday, and will be due on **WEEK 3**. There is no makeup on this examination because it is available for one full week. The test consists of a 70-point multiple choice test and a 50-point hands-on test.

Week 3 starts Monday 11 April 2011

Special Note: Test 1 covering Assignments 1-8 is due this week.

Assignment 09, Word Chapter 1

Assignment 10, Word Chapter 2

And Online Study Guide (OSG) for Word Chapter 2.

Your OSG score for all assignments must be at 85% or better to earn points.

You may retake the OSG until you achieve such a score.

You must email your results to me and to yourself.

Week 4 starts Monday 18 April 2011

Assignment 11 Word Chapter 3

Assignment 12 Word Chapter 4

Test 2 covering Word Chapters 1-2-3-4 will be due next week.

Week 5 starts Monday 25 April 2011

Special Note: Test 2 on Word is due this week.

Assignment 13 - Discussion Board

- Post your original thread by **Tuesday**
- Post your reply to someone else's thread by **Thursday**.

Assignment 14 - Excel Chapter 1. If you finish early, continue on to next week's homework.

And OSG on Excel Chapter 1

Week 6 starts Monday 2 May 2011

Assignment 15 - Excel Chapter 2 due by Saturday, the standard day and time. The remainder of the quarter will go by quickly. Work ahead on homework as much as you can.

Week 7 starts Monday 9 May 2011

Assignment 16 - Excel Chapter 3

Assignment 17 - Excel Chapter 4.

Special Note: Test 3 on Excel Chapters 1-2-3-4 will be due next week.

Week 8 starts Monday 16 May 2011

Reminders:

- **Test 3** on Excel Chapters 1-2-3-4 is due
- Work ahead; the rest of the quarter will go by quickly.

Assignment 18 - Discussion Board - Undiscovered Web Sites

Create your thread by **Tuesday**

Create your reply by **Thursday**.

Assignment 19 - Access Chapter 1
and **OSG on Access Chapter 1**

Week 9 starts Monday 23 May 2011

Assignment 20 - Access Chapter 2

Assignment 21 - Access Chapter 3

Assignment 22 - Access Chapter 4

Special Note: **Test 4** on Access is due next week

Reminders:

- Next week, week 10 is the last regular week of class
- Monday, week 11, Instruction Ends
- Tuesday, week 11 is Prep Day, with no classes

Week 10 starts Monday 30 May 2011 (Monday is a holiday; the campus is closed.)

Test 4 on Access is due

Assignment 23 - PowerPoint Chapter 1

Assignment 24 - PowerPoint Chapter 2

Assignment 25 - PowerPoint Chapter 3

Week 11 starts Monday 6 June 2011

- The last class day is Monday
- The optional final will be available only on Monday.
- Prep day with no classes is Tuesday

COLLEGE CALENDAR. See the printed schedule of classes or the online quarterly schedule at www.shoreline.edu for additional information about the college calendar. The college is closed on the holidays listed in the schedule of classes.