Instructor Information

Debbi Remillard, IT Department

NHTI full time faculty member for 17 years as PC Applications Coordinator

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Course Objectives

Objectives:
This course will introduce students to PC desktop applications with an emphasis on topics from a user perspective. Objectives include:

- Understanding basic PC applications, the operating environment, storage capabilities, memory, and networking
- Developing a working relationship with Windows 7 or Windows 8
- Using software to browse and search the Internet, copy text and images into a document
- Using word processing software (Word 2013)
- Using an electronic spreadsheet and the develop workbooks, formulas and functions, and charts (Excel 2013)
- Using a presentation program to develop an electronic slide show (PowerPoint 2013)

“Real Life” Objectives:
These objectives are skills that should be learned/used not only in this class, but in your other courses and, more importantly, in your work environment.

- Complete work by following written instructions
- Meet deadlines
- Complete projects and/or exams in a timely manner that shows proficiency with the applications
- Be proactive to succeed
- Achieve a professional attitude in regards to attendance, time management, problem solving, etc., not only in this class, but life in general.

If you have ANY questions about the information on the following pages (especially the required software), email me immediately. I want you all to have a smooth start to the class and be successful this semester!
Course Materials

Required book:

**Illustrated Series, Microsoft Office 2013 (Fundamentals)**  
By Hunt/Clemens  

Required software:

**Microsoft Office 2013** - various suites (Home & Student, Home & Business, Professional, University). See the handout on Blackboard regarding purchasing this software.

You must have access to Microsoft Office 2013 in order to participate in this course. If you choose to use Office 2010, it will be your responsibility to locate the necessary Office tools/buttons and complete exercises as assigned.

In addition, this instructor is not a Mac user. If you choose to use a Mac while participating in this course, it will be your responsibility to troubleshoot compatibility issues and locate necessary application tools.

Optional materials:

1 USB Flash drive if you are going to use multiple computers for this course  
Binder to hold assignment sheets, handouts, etc.

What do I expect from you?

Communication

Before we begin, YOU MUST email me with confirmation that you will be participating in this course. I would have already emailed you via your NHTI student email account with this request.

Communication in this course is extremely important. This includes submitting completed assignments to Blackboard and asking questions/keeping me updated through email. If you don't understand an instruction or are confused as to what assignments are due, please email me. If non-school issues come up that prevent you from completing your work, let me know. I can't work with you to succeed, if I don't know you need help.

Students must stay in touch with me on a regular basis. Submitting work to Blackboard is sufficient, since I know you are still active in the class. A student who has not had contact with me for 2 consecutive weeks will be dropped from my class, barring extraordinary circumstances. If you have one of these circumstances, contact me immediately.
Assignments and projects have deadlines. All completed files will be submitted to Blackboard. The summer timeline will let you know when exercises are due. If your work is going to be late due to illness or personal issues, contact me as soon as possible. Weekly assignments that are late will have 1 point per day deducted from the grade. Application Reviews that are late will have 5 points per day deducted. Late projects are not accepted.

Be Proactive:
If you have questions on an assignment, grade, exam dates, etc. email me. You may encounter home computer problems or personal issues/schedules that interfere with completing your school work. Have a plan. Take control. Falling behind can quickly lead to a failing grade.

Academic Honesty:

DON'T CHEAT! It's that simple. All students are expected to do their own work during the completion of any assignments. Your name should appear on all work you submit. As stated in the Student Handbook: “Plagiarism”, which 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 acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of or providing term papers or other academic materials.

Taking another student’s work (with or without permission) and submitting it as your own may result in an immediate dismissal from the class.

Also if a student is caught giving others his/her work, the “giver” will also face disciplinary action. Student-helping-student is encouraged, but do your own thing. You will learn the most from this class by working independently on the computer and by fixing your own mistakes!

Basic Math Skills:
The Excel part of the course requires some basic math skills. You will be responsible for understanding this math or seeking help to complete this math (ask a family member, friend, teacher, etc.)

What can you expect from me?

Availability:
Questions regarding coursework will be answered as soon as possible via email (this is the best way to contact me). If there is an issue you’d like to discuss over the phone, leave a message on my voice mail or email me with your phone number.

Feedback:
All individual assignments/reviews/exams/etc that are submitted will be corrected and grades will posted with comments on Blackboard on a weekly basis. Also a running averages will be updated as grades are entered.

Confidentiality:
Anyone coming to me with academic or personal concerns can be sure the issue will be kept confidential.
Grades

Homework Exercises -- (30% of final grade):
Homework exercises include the assignments from the book and reinforcement assignments on the concepts and tasks you learned for each application. Due dates are found on the course timeline or in the My Grades section on Blackboard. Files will be collected from students via Blackboard. Late Homework will have 2 points per day deducted up until 2 days (i.e., Due Feb 1, not accepted after Feb 3). After that, the folder is removed from Blackboard and the grade is 0.

Exams (25% of final grade):
Exams will test you on the skills you have learned through the Homework exercises and the Reviews. They will be given after each application (PowerPoint, Excel, Word). Exams will be posted online and are due 5 days later (dates are stated on the semester timeline). Only 1 file can be submitted and no late exams are accepted. The textbook and/or notes may be used.

Final Project (30% of final grade):
The Final Project is completed by the student using the Internet, Word, Excel, and PowerPoint and is due at the end of the course. The 3 parts are graded individually, but averaged together for the Final Project grade. Files are submitted via Blackboard and no late projects are accepted.

Reviews/Quizzes/Email Exercises (10% of final grade):
Reviews will be completed to prepare for the exam. You will be able to use the textbook and/or your notes. Late reviews will have 5 points per day deducted, up until 2 days. After that, the grade is 0. Quizzes will be given based on information from our textbook and handouts/help sessions. Quizzes will be posted online and are due 5 days later (dates are stated on the semester timeline). No late quizzes are accepted. The textbook and/or notes may be used. Email Exercises are sent to students via email without notice. They will have a topic and a due date that is only listed in the email. These exercises are not included in the timeline and cannot be made up. Check your NHTI email often!

“Real Life” (5% of final grade):
This piece considers your overall attitude and professionalism, ability to apply learned concepts to projects. Behavior like meeting deadlines, asking questions, completing assignments and assessments in a timely manner, ability to efficiently solve problems, etc. will be looked at. These qualities could mean the difference between an F and D- or a B+ and A-, for example.

Grading System:

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<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92</td>
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<td>B+</td>
<td>88-89%</td>
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<td>B</td>
<td>83-87</td>
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<td>B-</td>
<td>80-82</td>
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<td>C+</td>
<td>78-79%</td>
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<td>C</td>
<td>73-77</td>
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<tr>
<td>C-</td>
<td>70-72</td>
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<td>D+</td>
<td>68-69%</td>
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<td>D</td>
<td>63-67</td>
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<tr>
<td>D-</td>
<td>60-62</td>
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<tr>
<td>F</td>
<td>Below 60%</td>
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Syllabus Summary

- COMMUNICATE, COMMUNICATE, COMMUNICATE
- Need great time management – plan your schedule, write down your due dates
- Mark in your textbook features that are new to you, for later reference (on exams)
- Use websites for help (Microsoft.com, YouTube, even Google)
- Print out the timeline for quick reference
- Check grades on Blackboard every week – pay attention to the Assignment Average
- Check your email at least 3 times a week
- ASK FOR HELP, ASK FOR HELP, ASK FOR HELP

<table>
<thead>
<tr>
<th>Due Date/Late Points Summary</th>
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<td>Quizzes</td>
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<td>Email Exer.</td>
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Blackboard

From anywhere online: Blackboard – www.ccsnh.blackboard.com
You can also link to this site via the NHTI website (www.nhti.edu).
Add both websites to your Favorites list on your home computer!

Caution: there may be times when our NHTI website is down and you need to connect to Blackboard directly - have both web addresses!!

1. When you've reached the Blackboard Home Page, click the Login button.

2. Enter your User Name and Password (EasyLogin) - you'll see the PC Applications course listed. You may also see other past or present courses listed
3. From this screen you will be able to do the following:

**Read Announcements**
I will post messages here for our class. These will usually be reminders or changes. You will also see announcements from other courses you are taking.

4. To view the contents of our course, click on the **PC Applications** link.

5. From here you will be able to do the following tasks:

**Access Syllabus, Timeline, Office Hours** *(Syllabus button)*
PRINT a copy of the course syllabus and course timeline (listing due dates). Murphy's Law - you'll only need it when the internet or Blackboard is down! You are responsible for knowing when assignments, reviews, exams and Final Project are due.

**Don't rely on your memory - have your syllabus & timeline available at all times!**

**Send me an Email** *(Tools button)*
You can send me a message directly through Blackboard without needing my email address.

To Send an Email:
- Click on our course, click the Tools button
- Click the Send Email link
- Click the All Instructor Users link, complete the rest like a regular email. My email address is already entered into the To section and your email address is already entered into the From section.
- Click the Submit button at the bottom of the screen when you're ready to send the message. You will receive a copy of this message in your Inbox the next time you check your school email.
**Access the printouts and files for each chapter** *(Course Materials button)*

You will be able to print or save files needed to complete the assignments.

To view current assignments:

-- Click on Course Materials
-- Click on the unit you are working on (ie, PowerPoint Unit M)
-- Here you will see files and handouts that you will need to print or save to complete the assignments.

Under the Assignment Name, you may see an Attached File. Attached files will either be handouts or data files. Handouts can be printed so you can follow the instructions for the exercise. Data files are the files you’ll save then use to complete the exercise.

To save files:

-- From the current assignment, RIGHT click on the attached file name (ie, M-1.pptx).
-- Choose Save Target As (or Save Link As) and browse to where you will be saving files for this course (your computer’s hard drive or a portable flash drive) and click Save

To print files:

-- From the current assignment, click the attached file name
-- If you're given the option to Open or Save, choose Open
-- A handout should open in Word and you can print as usual from there

**Warning**: Do not just open data files and work on them from there. ALWAYS save the files first, then open them from the storage drive to complete the assignment

**Submitting files through Blackboard** *(Course Materials button)*

When assignments are completed, they must be submitted via Blackboard. This allows you to send a copy and keep the original files.

- Click Course Materials
- Click the current Unit (ie, PowerPoint Unit M)
- Click assignment name you want to submit (ie Product Branding)
• On the Upload Assignment screen, Step 1 shows information about that assignment
• Step 2 Click on Browse My Computer button & find your completed file and click Open
• You can add a comment in the comment box (ie, "I used a different picture" or "I didn’t understand what formula to use", etc) but this is not required
• Step 3 Click the Submit button
• On the Review Submission screen, Step 2 will show you the name of the file you attached and the status of the Grade (ie, Needs Grading or the grade with comments)
• To submit the next file, click OK button to bring you back to the list of assignments. Complete the same steps above to submit another file.

**Viewing Grades and Feedback** *(Tools button)*
When I have corrected the files, I will post the grades and comments to the Grade Center.

• Click the Tools button
• Click the My Grades link
• Look at the information on this screen (assignment names, date/time you sent the file, grade, possible points & comments).
• If you see a green exclamation point, that means I have not corrected it yet.
• If I have corrected the file, you will see the grade for the assignment.
• In the Comments section, you will see any notes regarding that assignment. You can click on the grade for more information.

If you have any questions about the grades or comments, please email me.