

PC Applications – IST102 Online

Fall 2020

3 credits No prerequisites

Instructor Information

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NHTI full time faculty member for 22 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 including downloading files, saving and opening files, file management and general computer topics
- ☑ Using software to browse and search the Internet, copy text and images into a document
- ☑ Using word processing software (Word 2016/2019)
- ☑ Using an electronic spreadsheet and develop workbooks, formulas and functions, and charts (Excel 2016/2019)
- ☑ Using a presentation program to develop an electronic slide show (PowerPoint 2016/2019)

“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.

- Initiative to find solutions in an online environment, via Internet searches or contact with instructor
- 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 communication, time management, problem solving, etc., not only during 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: NO BOOK REQUIREMENT

Required Software: Microsoft Office 2016/2019/365

Office 365/2016/2019 is used in our class, including Word, Excel & PowerPoint

So RIGHT AWAY, check your personal computer to see if Office 2016/2019/365 is available. If you do not have any of these versions on your home laptop/desktop, you can download this software for FREE through your CCSNH email account. Log into your ccsnh email account, click the “box of squares” button in the upper left corner and click on the Office 365 link. After clicking on this link, you will see a button to download the software (do not use the Online versions of the applications that you see listed). This link is good for Windows or Mac operating systems.

If you have issues with the download process, please contact the NHTI Help Desk directly at nhtihelpdesk@ccsnh.edu or at 603-230-4063

Disclosure I - You cannot use other “office” type products like Google Docx, Word Perfect, Open Office, etc. The instructions are specific to Microsoft products and some items will not be available with other applications. You also cannot use the Online Office applications. These are Microsoft products, but they do not include all the features we will be using. So please do NOT rely on the Online Word, Online PowerPoint, Online Excel to complete our exercises.

Disclosure II - if you are using a Mac at home, you will be able to complete almost all of the required features for this course. One that really is an issue is inserting a YouTube video or a video file into a PowerPoint slide. The posted instructions will not work as is. Of course, this can be done in class or on any NHTI computer, so it would only be an issue if you are working from home. Also, I have very little experience with the Mac environment, so you will have to troubleshoot any other issues that you many encounter.

Disclosure III - Google Chromebook will not support the Office version that is needed for this class. It will allow the online version and the Office app but not the full version.

You should have this software downloaded and ready to use on the first day of class.

Optional materials:

1 USB Flash drive for saving files if you will be using multiple computers
Binder to hold assignment sheets, handouts, etc. if you are going to print

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 the Canvas Inbox with this request. To receive the first points of the semester, email me a HI! through the Canvas Inbox

Communication in this course is extremely important. This includes submitting completed assignments to Canvas 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.

I will be asking all students to schedule a Zoom meeting with me at the beginning of the semester. Zoom is a video conferencing/FaceTime type of application that can be used for file sharing (getting help with an assignment or present a project) or just to have a discussion face to face. Zoom works with Windows or Mac operating systems. To be ready for our first meeting, make sure your audio and video is turned on and working properly.

Students must stay in touch with me on a regular basis. Submitting work to Canvas 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 encounter one of these circumstances, contact me immediately.

Assignments and projects have deadlines. Keep track of these deadlines using a physical calendar or on your phone. Due dates are found in Canvas on the semester timeline in the Syllabus link, in the Grades link, on each assignments in the Modules link. There is no reason for not knowing your due dates!! All completed files will be submitted to Canvas. If your work is going to be late due to illness or personal issues, contact me as soon as possible. You are allotted late submission ONCE in the semester, so don't use it too soon. However, you will still need my permission to submit late.

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. The main "unexpected" issue for online students is computer problems. So do you have a backup plan if your laptop stops working? Missing assignments 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, passing off the work of another as one's own, 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 acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means."

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/Canvas Inbox (this is the best way to contact me). If there is an issue you’d like to discuss over the phone, email me with your phone number. We also can set up a Zoom meeting, which allows us to video chat and also share files.

Feedback:

All individual assignments/reviews/exams/etc that are submitted will be corrected then grades posted with comments on Canvas on a weekly basis. Also running averages will be updated as grades are entered. If you need a better explanation of my feedback, please let me know right away.

Confidentiality:

Any academic or personal concerns discussed with me will be kept confidential.

Grades

Assignments ~ (40% of final grade):

Weekly exercises include several assignments, which will teach and then reinforce the skills for that week. These could include features and tasks from Office 2016/2019/365, reviews to prepare for exams, or research of general computer topics. Due dates are found on the course timeline or in the Grades section on Canvas. Files will be collected from students via Canvas.

Exams ~ (20% of final grade):

Exams will test you on the skills you have learned through the Weekly exercises and the Reviews. They will be given after each application (PowerPoint, Excel, Word). Only 1 file can be submitted, so be sure it is the correct file. Any 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 Canvas and no late projects are accepted.

“Real Life” (10% 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.

Note: When you submit files, I may correct them before the due date arrives. So if you are submitting a file that is not complete, please write that in the comment box so I won't correct it early. You cannot fix any errors and repost the file for a new grade, but make sure you won't make the same mistakes twice!

Grading System:

	B+	88-89%	C+	78-79%	D+	68 - 69%	F	Below 60%
A		93-100%	B	83-87	C	73-77	D	63-67
A-		90-92	B-	80-82	C-	70-72	D-	60-62

Syllabus Summary

- ✓ COMMUNICATE, COMMUNICATE, COMMUNICATE
- ✓ Practice good time management - plan your schedule, write down your due dates
- ✓ Print out the timeline for quick reference
- ✓ Check grades on Canvas every week
- ✓ Check your email at least 3 times a week
- ✓ ASK FOR HELP, ASK FOR HELP, ASK FOR HELP

Learning Outcomes

Word Concepts covered:

- | | |
|-----------------------------------|---------------------------------|
| - Spell check/Synonyms | -Bulleted/Numbered lists |
| - Copy/move text | -Insert Screenshot |
| - Find/Replace text | -Size/Crop/Wrap Text on Picture |
| - Font/font size/color/styles | -Picture Border |
| - Alignments/Margins/Line Spacing | -Footer |
| -Insert Text from File | -Hard page break |
| -Indent paragraphs | -Add text borders/shading |
| -Convert Text to Table | -Insert header/page numbers |
| -Insert and format online picture | -Suppress first page |

- Insert footnotes
- Insert citations/works cited page
- Small Caps format
- Format Painter
- Page border
- Insert & crop picture
- Insert hyperlink

- Table of Contents
- Cover Page
- Column layout & column break
- SmartArt & formatting
- Table & formatting
- Page border & page color
- Saving as PDF file

PowerPoint Concepts covered:

- Insert new slide
- Change bullet levels
- Move slides
- Change theme
- Insert or convert to SmartArt
- Insert Shapes
- Insert and Edit Pictures
 - Backgrounds
- Convert Text to WordArt
- Add and Format a Table
- Add and Format a Chart
- Insert Hyperlink to Text
- Change slide layout
- Notes Pane
- Transitions
- Add Footer to Notes & Handouts
- Change and Remove Bullet Symbols
- Character Spacing
- Applying Animations
- Applying and Adjusting Slide
- Reuse Slides
- Insert and Edit Video
- Insert Screenshot of Webpage

Excel Concepts covered:

- Entering data
- Change font/font size
- Widen columns
- Wrap text
- Merge & Center
- Formulas
- Copy formulas & cells
- Cell style color
- Insert rows
- Margins/Orientation
- Conditional formatting
- Text alignment
- Absolute reference
- Copy sheet
- Editing multiple sheets
- AVERAGE function
- MAX & MIN functions
- IF function
- SUM function
- Percent number format
- Total cell style
- Name sheet tab
- Header & footer
- Preview worksheet
- Row heights
- TODAY function
- COUNT (A) functions
- Copy sheet
- Multiplication formula
- Sort list
- Filter list
- Pie chart sheet
- Column/bar chart
- Editing charts
- Linking data to Summary sheet
- Footer to chart sheet

Canvas

Canvas is accessed through the NHTI website, clicking on the Online Resources link at the top of the webpage. Click on the Canvas button.

Enter your User Name and Password (EasyLogin). You'll see large markers for the courses that you have available through Canvas. Our PC Applications course is listed there. Click on our link to enter our Canvas course.

From this screen you will be able to do the following:

Read Announcements (Announcements link)

Every week, I will post messages here for our class. These will usually be reminders of what assignments are coming up that week, but there have been situations when changes to the exercises come up.

Access Syllabus and Timeline (Syllabus link)

PRINT a copy of the course syllabus and course timeline (listing due dates). Murphy's Law - you'll only need it when the internet 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!

Access the materials for the weekly exercises (Modules)

You will be able to print or save files needed to complete the assignments. Each Module is named by date and subject. Under the Module name, you will see all the exercises due that week. Click on the first assignment.

Within the assignment, you will also see the availability date, the due date and points assigned. Below that, there will be a description of the exercise. Below that, there will be a list of attached files including instructions or data files. Instructions can be printed and data files are saved then used to complete the exercise.

To **save** files correctly (DO NOT just open the file then save):

- ~ RIGHT click on the attached file name
- ~ 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** instruction sheets:

- ~ Click the instruction file
- ~ 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

Submitting files through Canvas (Modules link)

When assignments are completed, they must be submitted via Canvas. This allows you to send a copy and keep the original files. To do this:

- ~ In Modules link, click on exercise you want to submit
- ~ From the information screen, you will see a Submit Assignment button
- ~ At the bottom of the screen, click the Choose File button and find your completed file
- ~ Click Submit Assignment button

Notes:

- ~ If you do not see the Submit Assignment button for an assignment, then the exercise is not available yet OR the due date has passed
- ~ Use the Comment box ONLY to explain an issue with this specific assignment. DO NOT leave me a message about any other concern – email me instead
- ~ If you need to resubmit a file, repeat the above process by clicking on the Re-Submit Assignment button
- ~ You do not need to type your name in the Comment box or in a Text entry. Your name is included automatically on my end for correcting purposes

Viewing Grades and Feedback (Grades link)

When I have corrected the files, I will post the grades and comments to Grades.

~ Click the Grades link and you will see a list of all assignments. The Score will be recorded and if there are any errors, you will see a comment bubble. ALWAYS read my comments so you won't make the same mistakes again. If you do not understand my comments, please email me before beginning the next week's exercises.

Running Averages are shown at the very bottom of the list. Please check these every week so you know how you're progressing throughout the course.

Sending/Receiving Email

Working with both my online students and my on-campus students, I have found there can be many ways to contact an instructor. To try to make the process easier and more streamlined, I am asking students to use the Inbox feature on Canvas to initiate, reply and read messages. By using only this method, all email correspondence will be kept together (like having a running conversation). I will only send out correspondence through this method. You will see these messages in your ccsnh email account, but to keep replies/conversations together, please use Canvas to reply. If there is a need to email me an attachment, please use the paperclip icon (at the bottom of the Reply screen) and choose Attach from Computer (not Cloud locations).

Adjusting Canvas Notification

If you have used Canvas for even a semester, you may have received notifications from your instructors (usually too many!!). Canvas includes a set of default preferences you can receive for your courses. However, you can change these settings so you will not get bombarded by email.

To see these options, log into Canvas and click the Account button on left menu, then click Notifications link. You will see a long list of notifications that you can change. Before making any adjustments, understand the options:

Notify me right away – you will receive an email every time a grade is recorded, an announcement is posted, etc.

Send daily summary – at the end of each day you will receive a summary of grades or announcements, etc posted that day

Send weekly summary – same summary but at the end of the week

Do not send me anything – you will not receive any notification. You will be responsible for checking grades, announcements, etc on Canvas

Course Activities is the group that would send the most notifications. Explanations on a few:

Course Content – changes to content of assignments, quizzes, etc that involve the content of the course

Files – new file is added to the course

Announcement – new announcement is added to the course. These can come from an instructor frequently or rarely. Announcements can easily be read from the course.

Grading – changes to grades in a course, including original grade or grade change.

If you're finding that you're getting too many notifications from your classes, you may want to change any of these settings to Do Not Send or just Send Weekly.

Also please read the Academic Affairs Notices that is also found in the Syllabus button.