



MC1220: Software Applications II

Course Information – Fall 2007

Contact: Instructor: Mr. Rob Power
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Prerequisite(s): None

Purpose of the Course:

This course is designed to teach students the fundamental concepts of the Windows operating environment, keyboarding by the touch method, basic word processing procedures, the use of e-mail and the internet. Students will apply concepts through practical application.

Class Location: Building 20, Second Floor Room 20-2-47

Textbook: *College Keyboarding and Word Processing*, 0-17-622402-5
Microsoft Office 2003, 0-619-25477-7
Keyboarding Pro, ISBN 0789864173

Resources: 3.5" Coursework Diskette (Provided by Instructor)

Course Webpage: www.quia.com/pages/mc1220.html

This website will be used to provide students with updated course information, access to course resources, and links for submitting assignments.

Major Topics:

- 1.0 The Windows Environment
- 2.0 Keyboarding
- 3.0 Word Processing
- 4.0 E-Mail
- 5.0 Introduction to the Internet

Classroom Guidelines:

- Attendance:** Students are expected to attend all lecture and lab sessions for this course, as scheduled. Students absent for medical reasons must provide documentation from their doctor / hospital upon return to class.
- Assignments:** Assignments must be submitted on or before the assigned due date. Late assignments CANNOT be accepted.
- Missed Tests:** Students are expected to attend and write all quizzes / exams for this course. Students missing quizzes / exams must provide medical documentation upon return to class, or a grade of zero (0%) will be assigned. Make-up tests CANNOT be provided. However, students missing quizzes / exams for valid, documented medical reasons, can discuss alternate evaluation arrangements with the instructor (ie: the value of the missed quiz will be added to the value of the next quiz).
- Plagiarism:** Absolutely no plagiarism, copying or sharing of work allowed. All students who are involved will receive a zero (0%) for the specific work that was copied, and a form will be placed in the student's folders. If you are researching from the Internet or text books, information must be paraphrased or changed into your own words with proper referencing provided.

Evaluation:

Item	Value	Description
Keyboarding	25%	Completion of Keyboarding Lessons 1-25
Word Processing Assignment	38%	Assignment on MS Word, Tutorial 1
Windows Assignment	12%	Practical assignment covering basic computer concepts and the Windows XP environment
E-Mail Assignment	10%	Practical assignment covering basic e-mail application skills
Internet Assignment	15%	Internet-based research assignment

Class Schedule and Instructor Contact Hours:

	Sunday	Monday	Tuesday	Wednesday	Thursday
7:30 AM					
8:30 AM					
9:30 AM					
10:30 AM					
11:30 AM	Lunch Time	Lunch Time	Meeting Time	Lunch Time	Lunch Time
12:30 PM			Meeting Time		
1:30 PM					
2:30 PM					
3:30 PM					
4:30 PM					

Delivery Schedule:

Week:	Agenda:
Week 1: August 26-30	Registration (August 26-28) First Day of Classes (August 29)
Week 2: September 2-6	Keyboarding Lessons 1-6
Week 3: September 9-13	Keyboarding Lessons 7-12
Week 4: September 16-20	Keyboarding Lessons 13-18
Week 5: September 23-27	Keyboarding Lessons 19-25
Week 6: September 30-October 4	Finish Keyboarding Lessons 19-25
Week 7: October 7-11	Begin MS Word (Office, Word Project #1)
Week 8: October 14-18	Eid Break (Tentative)
Week 9: October 21-25	MS Word (Office, Word Project #1)
Week 10: October 28-November 1	MS Word (Office, Word Project #1) Word Project due (November 1)
Week 11: November 4-8	Begin Windows Environment Office: Intro to Windows Windows Assignment Folders (Due November 15)
Week 12: November 11-15	Windows Assignment Folders (Due November 15) Begin Email and Internet Modules <i>Computer Concepts</i>, Chapter 1, Section D (PPT and Handout) <i>Computer Concepts</i>, Chapter 1, Sections B-C (PPT and Handout)
Week 13: November 18-22	Email Assignments (Due November 22)
Week 14: November 25-29	Internet Assignments (Due November 29)
Week 15: December 1-6	Administrivia Finish up any outstanding work Final Exams Begin (December 4th – Tentative)

***Please Note: All due Dates are Tentative!