Course Number: SW 237

Location: O’Hare

Dates: Wednesday June 14 to August 16

Hours: 05:45 p.m. – 09:00 p.m.

Course Description: This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows 8, Microsoft Office 2013, Microsoft Word 2013, Microsoft Excel 2013, Microsoft Access 2013, Microsoft PowerPoint 2013, and Microsoft Outlook 2013.

About the Instructor
Le Roy Foster is a part-time faculty member at SNL. He currently holds the position of Director, Business Continuity and Chief Security Officer which is responsible for the overall development, implementation and maintenance of the security systems. This position works closely with all levels and entities of the organization to ensure the maximum level of security/privacy and data integrity consistent with organizational risk, information access requirements and business strategies. Also, he has an M.S. in computer science from the University of Chicago.

Competencies and Outcomes
Each student may register for one or two of the Competencies offered.

S-1-D: “Can design and plan an information technology solution for a problem.”

Identify a problem or problems that require(s) an information technology solution and apply a tentative solution demonstrating command and in-depth knowledge of the tools and techniques used.

Students will use the current Microsoft suite of software applications including word processing, presentation software, database management, and spreadsheets to plan a solution for a business (i.e. presentation, spreadsheet) or an individual problem (i.e. budget, database).

F-X: “Can explain how aspects of the work world have been influenced by developments in computers and can discuss how emerging technologies will influence the workplace in the future”.

Students will gain an understanding of how computer technologies to include hardware and software applications, has impacted their jobs. Students will determine the pros and cons of information technology on the world of work.

Through this competence, students will participate in class discussion and dialogue and use this information to reflect on their own job positions and future work objectives.

Learning Experience
Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
Textbooks and Other Required Reading Materials
Microsoft Office 2013: Introductory (978-1-285-16602-5)
Software: Microsoft Office 2013.
Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Assignments/Lab Activities: - End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
Participation and Contribution - Student participation will be graded by the level of class participation and attendance.
Individual Presentation - Microsoft Office Application Product/s
Article/Book Discussion – New and emerging computer technologies

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<tr>
<th>Categories</th>
<th>Weight by %</th>
<th>Points</th>
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<tr>
<td>10 Assignments - 30 points</td>
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<tr>
<td>10 Lab Activities - 30 points</td>
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<tr>
<td>Individual Presentation/Project</td>
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<td>10 Article/Book Discussion - 10 points</td>
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<td>Participation and Contribution</td>
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Letter Grade | Point Ranges | Letter Grade | Point Ranges |
-------------|--------------|--------------|--------------|
A+           | 990 - 1000   | C            | 710 - 789    |
A            | 910 - 989    | C-           | 700 - 709    |
A-           | 900 - 909    | D+           | 690 - 699    |
B+           | 890 - 899    | D            | 610 - 679    |
B-           | 800 - 809    | D-           | 600 - 609    |
C+           | 790 - 799    | F            | 0 - 599      |

Weekly Schedule of Activities
The complete schedule of all class activities (including topics, readings and due dates) will be available on the course web site by early May.
See additional information pertaining to the grade designations for undergraduate grades. See Pass/Fail Grading Options.

This course includes and adheres to the college and university policies described in the links below:
Academic Integrity Policy
Incomplete Policy
Course Withdrawal Timelines and Grade/Fee Consequences
Accommodations Based on the Impact of a Disability
Protection of Human Research Participants

Course Resources
University Center for Writing-based Learning
SNL Writing Guide
Dean of Students Office