School for New Learning
Individualized Focus Area (BA)
Introduction to Computer Productivity
Summer 2017

Instructor – Zaya Khananu;
E-mail: zkhananu@depaul.edu
Office phone (312-362-8439)

Course meeting time and location:
Loop Campus, room TBA. See Campus Connect.
Class Date/Time: Monday, 7/17, 24, 31, 8/7, 14. From 5:45 PM to 9:15 PM
Credit Hours: 2

Course Description
Microsoft Office is the most ubiquitous application suite in personal computing. There is little Office cannot do, from document creation and editing, e-mail and scheduling, spreadsheet and database management, desktop publishing, image editing and even Web design. In this course, we will explore several component applications of Office 2013, focusing on word processor Word, spreadsheet Excel and presentation software PowerPoint, with the goal of developing facility with each application individually and using an integrated approach.

Course Learning Goals
After completing this course, you will be able to:

- Understand Windows and Mac Platforms
- Manipulate Microsoft Word documents.
- Create and revise Microsoft Excel spreadsheets.
- Create and enhance Microsoft PowerPoint presentations.
- Explore and use elements common to each application.
- Explore Web browsers security, system security, and anti-virus software

Course Resources
- No Textbook required.
- A complete installation of Microsoft Office 2013 on your windows machine or Microsoft Office 2011 on your Mac machine.
- Lectures based on Power Point Presentation
- Suggested Reading, handouts, and links will be provided and uploaded to D2L.
Course Competences

In this course, you will develop the following competence:

✓ **S-5**  Student will use current information technology for integrated solutions to problems. In this course, you will use the common personal application software in MS Office 2013 suite in showing a complete comprehension of the structure of current MS Office Suite technology. In a paper for this competence, identify and solve a problem or issue of interest that requires an Integrated MS Office Suite-based solution.

✓ **FX**  Student will use the MS Office Suite as a tool to solve a business decision problem - or student can produce and show a portfolio using office tools as an integrated solution to a business problem. We will learn how to tap into that suite and use it effectively at work.

Assessment Criteria for the S-5 Competence

The following are criteria for receiving a passing grade. The criteria for passing require that: You participate consistently and constructively by completing the activities of each module, the readings and assignments by their due dates.

Course Structure: This course consists of 5 modules. The estimated time to complete each module is one week.

Course Grading Scale

Introduction to Computer Productivity provides a letter grade (A – F). Here is the scale that will be used to determine grades:

<table>
<thead>
<tr>
<th>Grade Components</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word 2013 Project</td>
<td>15%</td>
</tr>
<tr>
<td>Excel 2013 Project</td>
<td>20%</td>
</tr>
<tr>
<td>Power Point 2013 Project</td>
<td>20%</td>
</tr>
<tr>
<td>Knowledge Assessments</td>
<td>20%</td>
</tr>
<tr>
<td>In-class Discussion/Interactive Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Participation and Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 to 100</td>
</tr>
<tr>
<td>A-</td>
<td>91 to 94</td>
</tr>
<tr>
<td>B+</td>
<td>88 to 90</td>
</tr>
<tr>
<td>B</td>
<td>85 to 87</td>
</tr>
<tr>
<td>B-</td>
<td>81 to 84</td>
</tr>
<tr>
<td>C+</td>
<td>77 to 80</td>
</tr>
<tr>
<td>C</td>
<td>73 to 76</td>
</tr>
<tr>
<td>C-</td>
<td>69 to 72</td>
</tr>
<tr>
<td>D+</td>
<td>65 to 68</td>
</tr>
<tr>
<td>D</td>
<td>61 to 64</td>
</tr>
<tr>
<td>F</td>
<td>60 or below</td>
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<tr>
<td>FX</td>
<td>in adequate attendance</td>
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If you prefer, you may take this course on a Pass/No Pass basis. Students wishing to declare a Pass/No Pass option must do so before the end of the 2nd week of the quarter. If you prefer the P/F option, please let me know by email. I will verify with you by return email. If you do not receive verification, please check again with me.

For the Pass/Fail option, you must successfully complete all assignments to pass the course. A “Pass” represents a grade of “A” for purposes of financial aid and employer reimbursement.

Percent distribution of assignments

Successful completion and submission of all Tasks 90%

Attendance and Participation 10%

Course Map

<table>
<thead>
<tr>
<th>WEEK, MODULE &amp; TITLE</th>
<th>LEARNING ACTIVITIES</th>
<th>ASSIGNMENTS</th>
<th>DUE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One Module 1: Windows and Office 2013 overview</td>
<td>Understand Windows and Mac Platforms, exploring office 2013 features</td>
<td>Assignment 1.1: Introductions Module 1 In-Class Discussion</td>
<td>End of Week 1: by midnight CST OR, discuss the due date in class</td>
</tr>
<tr>
<td>Week Two Module 2: Word</td>
<td>Manipulate Microsoft Word documents with advanced features</td>
<td>Assignment 2.1: Word Project Module 2 In-Class Discussion</td>
<td>End of Week 1: by midnight CST OR, discuss the due date in class</td>
</tr>
<tr>
<td>Week Three Module 3: Excel</td>
<td>Create Microsoft Excel spreadsheets, tables, using formulas and functions, and create different type of graphs</td>
<td>Assignment 3.1: Excel Project 1 Assignment 3.2: Excel Project 2 Module 3 In-Class Discussion</td>
<td>End of Week 2: by midnight CST OR, discuss the due date in class</td>
</tr>
<tr>
<td>Week Four Module 4: PowerPoint</td>
<td>Create and enhance Microsoft PowerPoint presentations, create photo album and more</td>
<td>Assignment 4.1: P.P Project 1 Assignment 4.2: P.P Project 2 Module 4 In-Class Discussion</td>
<td>End of Week 2: by midnight CST OR, discuss the due date in class</td>
</tr>
</tbody>
</table>

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### Week Five Module 5:

- **Getting around WWW using IE and Firefox, Internet and security**
- **Assignment 5.: Knowledge Assessment**
- **End of Week 3: by midnight CST OR, discuss the due date in class**

### Policies

**Attendance:**

Class attendance is mandatory. It is part of the course assessment, and it is very important that you do not miss the first day of the class.

[Course Withdrawal Timelines and Grade/Fee Consequences](#)

### Academic Integrity

DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students’ own development as responsible members of society, and to the pursuit of knowledge and the transmission of ideas. Violations include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university’s academic resources; alteration or falsification of academic records; and academic misconduct. Conduct that is punishable under the Academic Integrity Policy could result in additional disciplinary actions by other university officials and possible civil or criminal prosecution. Please refer to your Student Handbook or visit [http://studentaffairs.depaul.edu/homehandbook.html](http://studentaffairs.depaul.edu/homehandbook.html) for further details. [Academic Integrity Policy](#)

### Plagiarism:

Plagiarism is a major form of academic dishonesty involving the presentation of the work of another as one's own. Plagiarism includes but is not limited to the following: The direct copying of any source, such as written and verbal material, computer files, audio disks, video programs or musical scores, whether published or unpublished, in whole or part, without proper acknowledgement that it is someone else's.

Copying of any source in whole or part with only minor changes in wording or syntax, even with acknowledgement. Submitting as one's own work a report, examination paper, computer file, lab report or other assignment that has been prepared by someone else. This includes research papers purchased from any other person or agency. The paraphrasing of another's work or ideas without proper acknowledgement. Plagiarism, like other forms of academic dishonesty, is always a serious matter. If a instructor finds that a student has plagiarized, the appropriate penalty is at the instructor's discretion.
Disability Accommodations
Reasonable accommodations will be provided for students with disabilities on an individualized and flexible basis. The Office of Students with Disabilities (OSD) determines appropriate accommodations through consultation with the student. For certain learning disabilities and/or attention deficit disorders, the Productive Learning Strategies Program (PLuS) determines the appropriate accommodations. See the instructor for more information or call OSD at 773-325-7290 (phone) or 773-325-7296 (TTY); or call PLuS at 773-325-1677.

Incomplete Grades
The intent of the incomplete grade is to allow students extra time to complete their final assignments. This need arises because, in the closing weeks of the course, they have an event of significant magnitude that adversely affects their ability to complete the course, e.g. serious illness, death in the family, overseas deployment, or natural disaster. You must request an incomplete grade in writing two weeks before the end of the quarter. Incomplete grades will be considered only after you have satisfactorily completed at least 75 percent of the coursework, and you have such an unexpected, uncontrollable event that prevents you from completing your course. Do not assume that you will qualify for an incomplete. Students who are failing the course at the point where they request an incomplete will not receive one, nor will they be granted after the end of the quarter. Incomplete grades are given at the discretion of the instructor. If you do receive permission from the instructor to take an incomplete in the course, you will be required to complete a contract with the instructor, specifying how you will finish the missing work within the next two quarters (excluding summer). Incompletes not finished by the end of the second quarter (excluding summer) will automatically become an F grade on your transcript. Instructors may not change incomplete grades after the end of the grace period without the permission of a college-based Exceptions Committee.

Incomplete Policy
NOTE: In the case of a student who has applied for graduation and who has been approved for an Incomplete in his or her final term, the incomplete must be resolved within the four week grace period before final degree certification.

Protection of Human Subjects
For more information see: http://research.depaul.edu/
Course Resources

University Center for Writing-based Learning

SNL Writing Guide

Dean of Students Office

Instructor Brief Bio

Zaya Khananu holds a master degree in Telecommunication Systems from DePaul University, and a Certificate in Local Area Networking (LAN) from De Paul University. Mr. Khananu has been a member of the visiting faculty at the School for New Learning since September 2005, http://www.snl.depaul.edu/People/Faculty/K.asp where he teaches online and on campus Quantitative Reasoning, Introduction to Statistics, Computer Productivity, and most recently introduced a new course titled Advanced Internet. Mr. Khananu also serves as Professional Advisor in Computing and Information Technology. Mr. Khananu is a member of adjunct faculty at the Liberal Art & Sciences since 2009, where he teaches pre-calculus and business calculus. In addition to his work at DePaul University, Mr. Khananu is a member of the adjunct faculty in the Truman College Business and Computer Science department since 2007, where he teaches Introduction to Information Technology.