

CS151-02 WINDOWS APPLICATIONS



**Yvonne C. Flores, Assistant
Professor, Technology Department
(Computer Science)**
Monday / Wednesday
2:00 - 3:30 p.m.
Room D8
Spring 2020

Contact Information

Email: ***yvonne.flores@guamcc.edu***

Telephone: 735-5618

Office Hours: (Room D8B)

Mon. 11:00 – 12:00 p.m.

Tue. 12:00 – 2:00 p.m.

Thu. 12:00 – 2:00 p.m.

DESCRIPTION

The students will learn fundamental nature of microcomputers: the hardware devices that make up the physical machine, the operating systems, and the major types of application software. Students are exposed to the concepts and applications of the word processing, graphics, desktop publishing, spreadsheet, database, and communications software. They are shown the far reaching effects of computers and technology, and the applications that computers have to their own lives. Finally, the course provides students hands-on experience with real world applications using the Windows environment and the application software for Windows: Word Processing, Spreadsheet, Database and Presentation.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

1. Understand the basic functionality of Microsoft Word, Excel, Access and PowerPoint.
2. Apply knowledge of Microsoft applications in completion of projects and activities.
3. Integrate use of Microsoft applications in the Windows environment.

TEXTBOOK



New Perspectives Microsoft Office 365 & Office 2016 Introductory by Patrick Carey, Carol DesJardins, Ann Shaffer, Mark Shellman, and Sasha Vodnik. 2017. Cengage Learning.

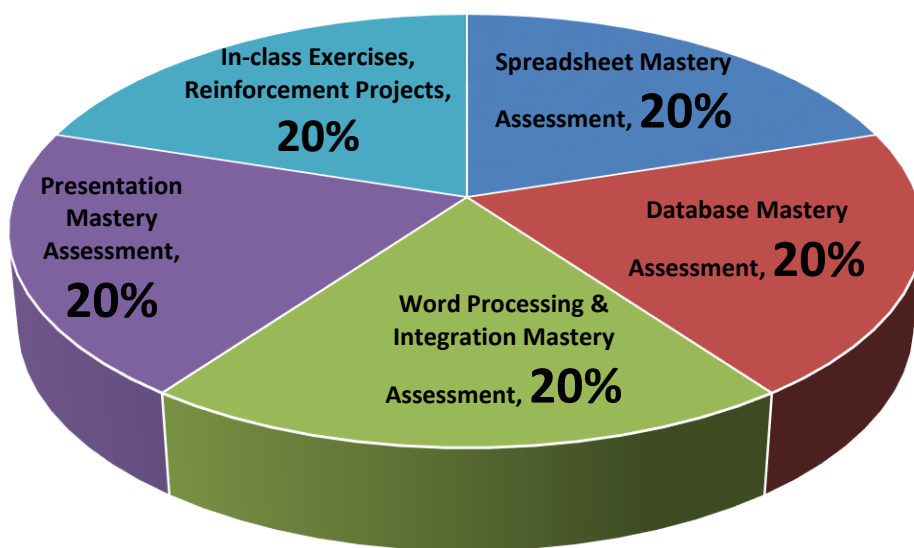
PERFORMANCE CRITERIA AND EVALUATION

Each student is expected to:

1. **Attend** class regularly and promptly.
2. **Inform** instructor of any anticipated absence via email and make arrangements to complete assessments missed in the timeframe allowed.
3. **Complete** Step-By-Step Exercises and Reinforcement Projects in class.
4. **Complete** Spreadsheet, Word Processing, Database and Presentation Mastery Assessments as scheduled according to the online Course Web Page.
5. **Review** progress periodically on **GradeSource**. Any errors should be brought to my attention immediately by sending an email with the error in question.

Performance Assessment

Students will be graded in the following manner:



Grading Scale:	Letter Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

MAKE-UP POLICIES

1. Step-By-Step **EXERCISES** and End-Of-Lesson **REINFORCEMENT PROJECTS** are ****DUE IN CLASS****.
 - a. If you are unable to complete during class time, send me an email before the end of class.
 - b. If you are absent, ****MAKE UP**** will be allowed if you send me an email **BEFORE** class.
 - c. With **prior** notification, students are allowed to make up missed assessments within two (2) class meeting days.
2. Spreadsheet, Word Processing, Database and Presentation **MASTERY ASSESSMENTS** are scheduled according to the online Course Web Page.
 - a. If you are absent, ****MAKE UP**** will be allowed if you send me an email **BEFORE** class.
 - b. With prior notification, students are allowed to make up the Mastery Assessment within two (2) class meeting days.

Disclaimer: The instructor reserves the right to make changes as necessary to the syllabus and the course outline.

ADDITIONAL INFORMATION:

EMERGENCY & EVACUATION PROCEDURES

In case of any emergency, please contact Student Support Services Office at 735-5555/6/8 or call 688-1758 or 788-2223. **For life threatening emergency, please call 911, and then call Student Support Services Office.** During the phone call, please identify yourself, identify your location (room and building number), and describe the emergency. Student Support Services Office personnel will be at the emergency site immediately. The emergency contact numbers are located at the entrance/exit of each classroom.

If an emergency arises which requires evacuation, it is extremely important that you follow your instructor's directions for evacuating the building, including where to congregate. Although an evacuation plan is posted near the door of each classroom, circumstances could change the posted routes. A fire alarm or bell will be utilized to initiate an evacuation. If there is no electricity, a gong will sound three (3) times. Once the reason for evacuation is resolved, the school bell will ring eight (8) times to signal everyone to return to their assigned buildings. For more information, you may find the GCC Evacuation Procedure on the GCC website at www.guamcc.edu.

For any power or water outage on campus, students will be informed via the media (radio stations or GCC's social media accounts) and the Pacific Daily News (PDN) Mobile Alert. Make-up classes will be arranged by the instructor when classes resume.

In an effort to keep all GCC constituents current on campus happenings, students are encouraged to sign up for the PDN Mobile Alert System. Follow the instructions to register at: <https://guamcc.edu/gcc-text-alerts>.

ACCOMMODATIVE SERVICES

The Office of Accommodative Services provides assistance to individuals with disabilities seeking educational opportunities with Guam Community College. GCC in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), encourages students with a documented disability, and who wish to receive instructional accommodations, to meet with the Office of Accommodative Services to secure accommodations. Our office is committed to ensuring that students with disabilities are afforded an equal opportunity to access the educational programs and services that GCC has to offer, and to providing reasonable accommodations, adequate to the needs of an individual's disability within a classroom setting, while maintaining the level of academic standards required in all courses and programs at Guam Community College. The office is located in the Student Services and Administration Building, Room 2139. The office telephone number is (671) 735-5597 and email is john.payne2@guamcc.edu

FERPA STATEMENT

Under the Family Educational Rights and Privacy Act (FERPA), your educational records are confidential and protected. Under most circumstances, your records will not be released without your written consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy at the GCC online college catalog in Appendix I (<http://catalog.guamcc.edu>), by visiting the U.S. Department of Education website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), or accessing the FERPA Group on MyGCC which is open to all users. If you still have concerns, please email the Registrar's Office at gcc.registrar@guamcc.edu

ACADEMIC INTEGRITY

Academic integrity is fundamental to learning and is consistent with the Institutional Learning Outcomes (ILOs) espoused at Guam Community College. The concept of academic integrity lies at the very heart of any college, and learning and scholarship cannot thrive without this fundamental value. Therefore, academic dishonesty cannot be tolerated. Students who commit such acts expose themselves to sanctions as severe as expulsion from the College.

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Academic dishonesty can take different forms, including, but not limited to cheating, plagiarism, and technology misuse and abuse. In any situation in which a student is unsure of what constitutes academic dishonesty, it is the student's responsibility to raise the question with the instructor. It is also the student's responsibility to be familiar with the student guidelines on academic integrity. Additional information and definitions may be found on page 13 of the Student Handbook.

TITLE IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The Guam Community College strictly follows and enforces all federal laws and guidelines guaranteed under Title IX and enforced by the U.S. Department of Education's Office of Civil Rights in ensuring that all students are free of sexual discrimination in any form. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. For more information on Title IX contact the Title IX Coordinator, John Payne, in Room 2139, 1st Floor, Student Services & Administration Bldg. Contact information: Tel: 735-5597 Email: john.payne2@guamcc.edu Mailing Address: P.O. Box 23069 GMF, Barrigada, Guam 96921

COMPUTER USE DISCLAIMER

The Guam Community College provides students with access to various technological tools to help them successfully achieve their educational goals. Although the college takes steps to ensure these tools are accessible and operational, it is the student's responsibility to safeguard and back-up working files at all times.

CLASSROOM ETIQUETTE/POLICY

No food or drinks in the classroom. Cell phones must be turned off or in silent mode. Do not answer your cell phone in the classroom, please leave the room and then answer the call. NO viewing of inappropriate Internet material, excessive electronic socializing or downloading large files.

Tentative COURSE SCHEDULE	
Disclaimer: <i>The instructor reserves the right to make changes as necessary to the course schedule. See the online Course Web Page for a detailed schedule.</i>	
Date	Application
January 8, 2020	Overview, Expectations, Managing Folders, Day 1 Tasks
January 13, 2020 – February 12, 2020	Introduction to Microsoft Excel Mastery Assessment
February 17, 2020 – March 18, 2020	Microsoft Word & Integration Mastery Assessment
March 23, 2020 – April 20, 2020	Introduction to Microsoft Access Mastery Assessment
April 22, 2020 – May 4, 2020	Introduction to Microsoft PowerPoint Mastery Assessment

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