CI 1871 Syllabus for Fall 2020

Course: CI 1871, Computer Literacy and Problem Solving, 4 credits, Fall 2020.

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I will not be able to collect either US Postal mail or Campus mail for Fall 2020.

Office hours: No face to face office hours. Email me if you have questions.

Course Introduction: To watch a PowerPoint presentation that describes the course, click here.

Bookstore: Course materials are at Coffman Bookstore (612-625-6000, http://www.bookstore.umn.edu/). If you wish, you can order them online and have them shipped to you.

Textbook: Gaskin, Vargas, Geoghan & Graviett. GO! with Microsoft Office 365, 2019 Edition Introductory. New York: Prentice Hall, 2020. ISBN: 9780135417812. Used textbooks might not have the Access Code that comes with new books but that is OK because you will not need it.

Course Packet: CI 1871 Study Guide, Fall 2020. Course packets from previous semesters will not work.

Materials: If you will be using more than one computer, you should get a USB Drive (AKA *Flash Drive, Memory Stick, Thumb Drive*). These are available at the bookstore, Amazon, and lots of other places. Any size is fine.

Computer Files: You can download the files you will need for this course at http://www.z.umn.edu/robertson

Buying software and hardware: U of M students can get free or cheap Windows and Office software as well as good prices on hardware at the bookstore (click **Technology**, **Software**, **Software**). **Microsoft Office 365 Pro Plus** is available to registered University of Minnesota students **free** of charge. See https://it.umn.edu/services-technologies/how-tos/microsoft-office-365-pro-plus-faculty and https://it.umn.edu/services-technologies/find-maintain-hardware-software

Platform: The course is written for the **Windows version** of **Microsoft Office 365**. You can use your own computer or those in the public labs on campus (http://www.oit.umn.edu/computer-labs/). Mac versions of the software are different from the Windows version so using a Mac will be more difficult. However, the textbook and Study Guide include some **Tips for Mac Users** so it might be doable for some of you. For more information, see Can you do CI 1871 on a Macintosh? on my web site.

Workload: Significant work is required to complete the course by the end of the term. An average student can expect to spend about 12 hours per week for a four-credit course like this.

Help: For a list of available computer help, see http://it.umn.edu/help You can get face-to-face help setting up a computer, getting rid of viruses, connecting to wireless networks, and some repairs at the Tech Stop 101 Coffman Union. Check their web site for their current hours of operation. You can also schedule an appointment online to meet with a technician. Most services are free but some are for a fee. Contact them at 612-301-4357 or help@umn.edu

Accommodation: Reasonable accommodations will be provided for students with *documented* physical, sensory, learning, or psychiatric disabilities. Documentation must be obtained from Disability Resource Center, Suite 180, McNamara Alumni Center, 612-626-1333, https://diversity.umn.edu/disability/ Email your documentation to me at the beginning of the semester so we can work out what to do.

Honesty: You may get help and work with others on the homework projects but **NOT** on exams. But, you must turn in your own work. That is, someone can help you figure out what to do but you must, in the end, do it yourself. Copying or using the work of someone else is academic misconduct and may result in your receiving a score of zero on a project, failing the entire course, or being expelled.

Homework: Homework consists of files that you create and submit by following the directions in the textbook and Study Guide. Carefully read the directions and check your output with the key at the back of the Study Guide. *After you turn in a project you may not add to it or to make changes.*

Technology Requirements and Submitting Homework: You will need a reliable internet connection and you must be familiar with Canvas in order to submit your work for grading. For information on how to use Canvas, go to the **UMN Canvas Learning Center** at https://canvas.umn.edu/courses/24925 and/or https://community.canvaslms.com/t5/Video-Guide/Canvas-Overview-Students/ta-p/383771

Check this out **before the semester begins** so there will be no surprises. When you have completed a homework project, you will create pdf copies of the output and submit those to Canvas for grading. Check the Study Guide for details.

Exams: The Excel, Word, and PowerPoint exams will be open book and notes. You will submit them in Canvas. You may NOT get any help on the exams or work on them with anyone else.

No Excel projects will be accepted after Sat 17 Oct, which is the day before the exam is emailed to you.

No Word projects will be accepted after Sat 21 Nov, which is the day before the exam is emailed to you.

No PowerPoint projects will be accepted after Sat 12 Dec.

Schedule: To stay caught up, work on your homework projects according to the following schedule.

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Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Mon 7 Sep Work on HW1	Tue 8 Sep Work on HW1	Wed 9 Sep Work on HW1	Thu 10 Sep Work on HW1	Thu 10 Sep Work on HW2	Sat 12 Sep Work on HW2	Sun 13 Sep Work on HW2
2	Mon 14 Sep Work on HW2 Submit HW1	Tue 15 Sep Work on HW2	Wed 16 Sep Work on HW2	Thu 17 Sep Work on HW3	Fri 18 Sep Work on HW3	Sat 19 Sep Work on HW3	Sun 20 Sep Work on HW3
3	Mon 21 Sep Work on HW3 Submit HW2	Tue 22 Sep Work on HW3	Wed 23 Sep Work on HW3	Thu 24 Sep Work on HW4	Fri 25 Sep Work on HW4	Sat 26 Sep Work on HW4	Sun 27 Sep Work on HW4
4	Mon 28 Sep Work on HW4 Submit HW3	Tue 29 Sep Work on HW4	Wed 30 Sep Work on HW4	Thu 1 Oct Work on HW5	Fri 2 Oct Work on HW5	Sat 3 Oct Work on HW5	Sun 4 Oct Work on HW5
5	Mon 5 Oct Work on HW5 Submit HW4	Tue 6 Oct Work on HW5	Wed 7 Oct Work on HW5	Thu 8 Oct Work on HW5	Fri 9 Oct Work on HW5	Sat 10 Oct Work on HW5	Sun 11 Oct Work on HW6
6	Mon 12 Oct Work on HW6 Submit HW5	Tue 13 Oct Work on HW6	Wed 14 Oct Work on HW6	Thu 15 Oct Work on HW6	Fri 16 Oct Work on HW6	Sat 17 Oct Last Day to Submit HW Submit HW6	Sun 18 Oct Excel Exam Emailed to you
7	Mon 19 Oct Excel Exam Submit by 6 pm	Tue 20 Oct Work on HW7	Wed 21 Oct Work on HW7	Thu 22 Oct Work on HW7	Fri 23 Oct Work on HW7	Sat 24 Oct Work on HW7	Sun 25 Oct Work on HW7
8	Mon 26 Oct Work on HW8 Submit HW7	Tue 27 Oct Work on HW8	Wed 28 Oct Work on HW8	Thu 29 Oct Work on HW8	Fri 30 Oct Work on HW8	Sat 31 Oct Work on HW8	Sun 1 Nov Work on HW9
8	Mon 26 Oct Work on HW8 Submit HW7	Tue 27 Oct Work on HW8	Wed 28 Oct Work on HW8	Thu 29 Oct Work on HW8	Fri 30 Oct Work on HW8	Sat 31 Oct Work on HW8	Sun 1 Nov Work on HW9
9	Mon 2 Nov Work on HW9 Submit HW8	Tue 3 Nov Work on HW9	Wed 4 Nov Work on HW9	Thu 5 Nov Work on HW9	Fri 6 Nov Work on HW9	Sat 7 Nov Work on HW9	Sun 8 Nov Work on HW10
10	Mon 9 Nov Work on HW10 Submit HW9	Tue 10 Nov Work on HW10	Wed 11 Nov Work on HW10	Thu 12 Nov Work on HW10	Fri 13 Nov Work on HW10	Sat 14 Nov Work on HW10	Sun 15 Nov Work on HW10
11	Mon 16 Nov Work on Sample Submit HW10	Tue 17 Nov Work on Sample Word Exam	Wed 18 Nov Work on Sample Word Exam	Thu 19 Nov Work on Sample Word Exam	Fri 20 Nov Work on Sample Word Exam	Sat 21 Nov Last Day to Submit Word Homework	Sun 22 Nov Word Exam Emailed to you
12	Mon 23 Nov Word Exam Submit by 6 pm	Tue 24 Nov Work on HW11	Wed 25 Nov Work on HW11	Thu 26 Nov Thanksgiving Take a Break!	Fri 27 Nov Work on HW11	Sat 28 Nov Work on HW11	Sun 29 Nov Work on HW12
13	Mon 30 Nov Work on HW12 Submit HW11	Tue 1 Dec Work on HW12	Wed 2 Dec Work on HW12	Thu 3 Dec Work on HW12	Fri 4 Dec Work on HW13	Sat 5 Dec Work on HW13	Sun 6 Dec Work on HW13
14	Mon 7 Dec Work on HW13 Submit HW12	Tue 8 Dec Work on HW13	Wed 9 Dec Work on HW13	Thu 10 Dec Work on Sample Submit HW13	Fri 11 Dec Work on Sample PPT Exam	Sat 12 Dec Last Day to Submit PPT Homework	Sun 13 Dec PPT Exam Emailed to you
15	Mon 14 Dec PPT Exam Submit by 6 pm	Tue 15 Dec	Wed 16 Dec Extra Credit Submit HW14, 15	Thu 17 Dec No HW or Exams Accepted	Fri 18 Dec Have a Nice Break	Sat 19 Dec	Sun 20 Dec

Extra Credit Homework: It is possible to earn extra credit by completing the two Access projects, **HW14** and **HW15**. You must submit those to Canvas by **Wed 16 Dec**. If you do those, the scores will be added to your homework total points when final grades are calculated. So, it is possible to earn up to 110% for homework. See the Study Guide for details.

Grade: Your final course grade will be calculated using 35% for homework, 35% for the Excel exam, 20% for the Word exam, and 10% for the PowerPoint exam. ***You may not re-take an exam***.

Academic Counseling: Academic counseling offers students the opportunity to talk with a counselor who specializes in helping students improve academic performance. The counselor will discuss specific academic concerns the student is having and offer suggestions on strategies to improve academic performance, or address other issues interfering with academic performance. Check out https://sass.umn.edu/academic-skills-coaching

Mental Health Issues: Coping with the stress of attending the University and dealing with your personal, family, and work lives sometimes can be overwhelming. We each battle stress in different ways and most of the time we can make it through the tough spots without professional help. However, if you or a friend are having mental health issues that you cannot handle, you might want to take advantage of the services offered by the University through its mental health web site, http://www.mentalhealth.umn.edu/ This site is designed for students, parents, faculty, and staff who are looking for mental health information and related resources at the U.

Student Conflict Resolution Center: This center works with students to resolve campus-based problems and concerns. The services are free and confidential. For more info, see http://www.sos.umn.edu/

Face Masks: Students in this class are expected to comply with all University public health policies, including the **wearing of face coverings** when in any enclosed or indoor space on campus, including classrooms and computer labs. FAQ about the mask policy.

Progress Reports: During the semester, progress reports will be emailed to your U of M email account. If you use a different account, be sure to forward email from your U of M account to your preferred account. To do that, log on to your U of M Gmail account, click gear icon (upper right corner), select **Settings**, and click **See all settings**. Click the **Forwarding and POP/IMAP** tab. Click **Add a forwarding address** and follow the directions.

HWID: In a separate email, I sent you your four-digit **H**ome**W**ork **ID**entification number (**HWID**). I use this to keep track of your scores in my gradebook so be sure it is on every file you submit for grading and **any correspondence you have with me, especially email**.

To get started: Buy the textbook, the course packet (Study Guide). If you are going to use different computers to do different parts of the course, buy a USB drive. Start reading and following the directions on page **SG1** of the **S**tudy **G**uide.