CI 1871 Syllabus for Fall 2021

Pandemic: For information on COVID-19, see https://boynton.umn.edu/coronavirus The University of Minnesota currently **requires** all students, staff, and faculty to **wear masks** when indoors regardless of COVID-19 vaccination status, and **requires** everyone to **get vaccinated**. On the Twin Cities campus, **free COVID-19 vaccinations** are available at Boynton Health. See the following for more information and to make an appointment: https://boynton.umn.edu/clinics/immunizations Free COVID-19 vaccines are available off campus at many locations. For details, see https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp

In addition to the COVID-19 vaccine, Minnesota law **requires** certain students who enroll in a Minnesota college or university to be immunized against diphtheria, tetanus, measles, mumps, and rubella. For more information see https://boynton.umn.edu/immunization-requirement

Boynton Health offers free **COVID-19 testing** by appointment. See https://boynton.umn.edu/covid-test

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

Course Description and Goals: In this hands-on computer course, you will learn concepts and develop competencies in the computer technologies that are most often used in the social sciences and in business to help solve problems. You will enter, analyze, and graphically display data using Microsoft Excel, a spreadsheet app. This includes using many Excel functions such as LOOKUP, IFS, COUNTIFS, and SUMIFS, as well as conditional formatting, macros, Pivot Tables, and two- and three-dimensional graphs. You will create documents using Microsoft Word, a word processing app. You will use advanced features such as Tables, Headers, Footers, Mailmerge, Tables of Content, Indexes, Outlines, Paragraph and Character styles, Track Changes, and Find and Replace. You will create presentations using Microsoft PowerPoint, a presentation app. Presentations will include text, graphs, graphics, transitions, and animations. You will learn how to use Master Slides and to create handouts suitable for printing in regular or large (poster) format.

Instructor: Douglas Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075. I am a professor in the Department of Curriculum and Instruction (CI), which is in the College of Education and Human Development. My web site URL is http://www.z.umn.edu/robertson

I will not be on campus nor will I be able to collect either US Postal mail or Campus mail for Fall 2021. The best way to contact me is through email.

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

Modality: This course is completely online; it has no class meetings. You may contact me with questions or comments via email at any time; I check my email seven days a week. I will email personalized progress reports to you on a weekly basis. Those will contain all homework and exam scores.

Academic Alerts: I will use the U of M APLUS academic alert system to notify both you and your advisor if I see a problem with your work. Be sure to respond to me if you get an alert so we can figure out how to get you back on track.

Perquisites: This course has no prerequisites other than general familarity with Windows or Macintosh computers.

Technology Requirements: A Windows or Macintosh computer with current versions of Microsoft Excel, Word, and PowerPoint installed. Microsoft Access is needed in order to do the two optional extra credit homework porjects. A stable internet connection is needed to submit homework and exams.

Course Introduction: To watch a PowerPoint presentation that describes the course, go to my website, click on **CI 1871 Computer Literacy and Problem Solving**, and click on **Course Introduction PowerPoint Presentation**. This is from Spring 2021 but all is the same except for the calendar and that you must get the current, Fall 2021, course packed (Study Guide).

Required Textbook: Gaskin, Vargas, Geoghan & Graviett. <u>GO! with Microsoft Office 365, 2019 Edition Introductory</u>. New York: Prentice Hall, 2020.

The course is set up to use **Inclusive Access**, which is a textbook model that uses an eText rather than a print text. The textbook title will appear as **(Ia) Go! With Microsoft Office 365, 2019** on the bookstore website. You will receive access to the digital course material through Canvas on the first day of class. The Inclusive Access charge will be automatically billed to your account. Coffman Union Bookstore (612-625-6000, http://www.bookstore.umn.edu/) will notify you about the fees, and how and when it will be billed to your student account. The ISBN for this is 9780135417881.
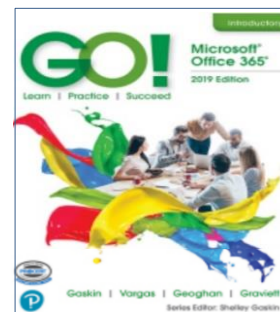
If you want to use a print copy of the textbook, you can **opt out** of Inclusive Access via the link provided to you, or by emailing inclusiveaccess@umn.edu with your course information and requesting to opt out. At your request, the Bookstore will issue a refund to your student account. Opt-outs are only accepted within the first seven days of the semester. If you opt out, you may rent or buy the printed version of the textbook from the Bookstore or Amazon.com (search for ISBN 9780135417812).

The print text and eText have the same basic content. So, which should you get?

eText	Print Text
Can use online or offline.	A traditional softcover textbook. Does not require a computer to read.
Can electronically search for specific pages, words, or phrases.	Have to page through the text or use the Index to find things.
Pointing to highlighted words opens a box that contains the definition.	Can use the Glossary at the back of the book to find the definitions of words.
Has videos that give you more background and take you through some instructions step by step.	No videos. The eText videos are OK, but I don't think they will be very useful for most students.
Is cheaper than renting or buying a print text.	More expensive.
Have to continually switch between the eText window and the window of the app you are working on (e.g., Excel). This will be very annoying and time-consuming if you have only one monitor.	No need to switch between screens. This will be useful if you have only one screen (e.g., a laptop without an external monitor).

Required Course Packet: CI 1871 Study Guide, **Fall 2021.** This contains information on how to navigate the course, additional instruction, details on what and how to set up homework files for submission to Canvas, practice exam questions, and keys to all the homework projects.
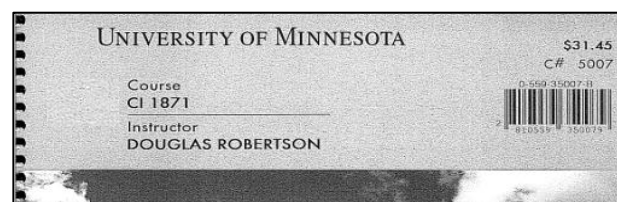
Optional USB Drive: If you will be using more than one computer, you should get a USB Drive (AKA *Flash Drive, Memory Stick, Thumb Drive*). These are available at the bookstore, Amazon, and lots of other places. Any size is fine.

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, Mac, and Office software as well as good prices on hardware at the bookstore (click **Technology**, **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 one in a public lab on campus (http://www.oit.umn.edu/computer-labs/). Mac versions of the software are different from the Windows versions so using a Mac will be more difficult. However, the textbook and Study Guide include some **Tips for Mac Users** so it is doable, but more time consuming. 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.

Computer 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

Activities: You will follow the directions in the textbook and the study guide to create Excel workbooks, Word documents, and PowerPoint presentations designed to solve specific problems. You will submit those projects to Canvas for evaluation. You will also complete exams on Excel, Word, and PowerPoint on your own computer and submit the files to Canvas. *After you turn in a project or exam you may not add to it or to make changes.*

Submitting Homework and Exams: 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 https://community.canvaslms.com/t5/Canvas-Student/ct-p/canvas_student

Check this out **before the semester begins** so there will be no surprises. When you have completed a homework project, you will create pdf versions of the output and submit those to Canvas for grading. Likewise, when you complete an exam, you will submit the files to Canvas for grading.

Exams: The Excel, Word, and PowerPoint exams will be open book and notes. I will email the exams to you. You will have 1.5 days to complete each and submit the files to Canvas. You may NOT get any help on the exams or work on them with anyone else. You may NOT retake an exam.

No Excel projects will be accepted after Sat 16 Oct, the day before that exam is emailed to you.

No Word projects will be accepted after Sat 20 Nov, the day before that exam is emailed to you.

No PowerPoint projects will be accepted after Sat 11 Dec, the day before that exam is emailed to you.

Extra Credit Homework: It is possible to earn extra credit by completing two Access projects, **HW14** and **HW15**. You must submit those to Canvas by **Sat 18 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. Note that **Access is not available for Mac** so if you are a Mac user you will have to do the extra credit work on a Windows computer. Check out the public computer labs on campus (http://www.oit.umn.edu/computer-labs/) or at a local library.

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.

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** the exams. However, 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 from the university.

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

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Sun 5 Sep 2021	Mon 6 Sep Labor Day University Closed	Tue 7 Sep Work on HW1 Semester Begins	Wed 8 Sep Work on HW1	Wed 8 Sep Work on HW1	Fri 10 Sep Work on HW1	Sat 11 Sep Work on HW2
2	Sun 12 Sep Work on HW2	Mon 13 Sep Work on HW2 Submit HW1	Tue 14 Sep Work on HW2	Wed 15 Sep Work on HW2	Thu 16 Sep Work on HW3	Fri 17 Sep Work on HW3	Sat 18 Sep Work on HW3
3	Sun 19 Sep Work on HW3	Mon 20 Sep Work on HW3 Submit HW2	Tue 21 Sep Work on HW3	Wed 22 Sep Work on HW3	Thu 23 Sep Work on HW4	Fri 24 Sep Work on HW4	Sat 25 Sep Work on HW4
4	Sun 26 Sep Work on HW4	Mon 27 Sep Work on HW4 Submit HW3	Tue 28 Sep Work on HW4	Wed 29 Sep Work on HW4	Thu 30 Sep Work on HW4	Fri 1 Oct Work on HW5	Sat 2 Oct Work on HW5
5	Sun 3 Oct Work on HW5	Mon 4 Oct Work on HW5 Submit HW4	Tue 5 Oct Work on HW5	Wed 6 Oct Work on HW5	Thu 7 Oct Work on HW5	Fri 8 Oct Work on HW5	Sat 9 Oct Work on HW6
6	Sun 10 Oct Work on HW6	Mon 11 Oct Work on HW6 Submit HW5	Tue 12 Oct Work on HW6	Wed 13 Oct Work on HW6	Thu 14 Oct Work on HW6	Fri 15 Oct Work on HW6	Sat 16 Oct Last Day to Sub Exl HW Submit HW6
7	Sun 17 Oct Excel Exam Emailed to you	Mon 18 Oct Excel Exam Submit by 6 pm	Tue 19 Oct Work on HW7	Wed 20 Oct Work on HW7	Thu 21 Oct Work on HW7	Fri 22 Oct Work on HW7	Sat 23 Oct Work on HW8
8	Sun 24 Oct Work on HW8	Mon 25 Oct Work on HW8 Submit HW7	Tue 26 Oct Work on HW8	Wed 27 Oct Work on HW8	Thu 28 Oct Work on HW8	Fri 29 Oct Work on HW8	Sat 30 Oct Work on HW9
9	Sun 31 Oct Work on HW9	Mon 1 Nov Work on HW9 Submit HW8	Tue 2 Nov Work on HW9	Wed 3 Nov Work on HW9	Thu 4 Nov Work on HW9	Fri 5 Nov Work on HW10	Sat 6 Nov Work on HW10
10	Sun 7 Nov Work on HW10	Mon 8 Nov Work on HW10 Submit HW9	Tue 9 Nov Work on HW10	Wed 10 Nov Work on HW10	Thu 11 Nov Work on HW10	Fri 12 Nov Work on HW10	Sat 13 Nov Work on HW10
11	Sun 14 Nov Work on HW10	Mon 15 Nov Work on HW11 Submit HW10	Tue 16 Nov Work on HW11	Wed 17 Nov Work on HW11	Thu 18 Nov Work on Word Exam Questions	Fri 19 Nov Work on Word Exam Questions	Sat 20 Nov Work on Word Questions Last Day to Sub Wrd HW
12	Sun 21 Nov Word Exam Emailed to you	Mon 22 Nov Word Exam Submit by 6 pm	Tue 23 Nov Work on HW11	Wed 24 Nov Work on HW11	Thu 25 Nov Thinksgiving Take a Break	Fri 26 Nov Work on HW11	Sat 27 Nov Work on HW12
13	Sun 28 Nov Work on HW12	Mon 29 Nov Work on HW12 Submit HW11	Tue 30 Nov Work on HW12	Wed 1 Dec Work on HW12	Thu 2 Dec Work on HW12	Fri 3 Dec Work on HW13	Sat 4 Dec Work on HW13
14	Sun 5 Dec Work on HW13	Mon 6 Dec Work on HW13 Submit HW12	Tue 7 Dec Work on HW13	Wed 8 Dec Work on HW13	Thu 9 Dec Work on Sample PPT Submit HW13	Fri 10 Dec Work on Sample PPT Exam Questions	Sat 11 Dec Work on Sample PPT Last Day to Sub PPT HW
15	Sun 12 Dec PPT Exam Emailed to you	Mon 13 Dec PPT Exam Submit by 6 pm	Tue 14 Dec Work on HW14 if want Extra Credit	Wed 15 Dec Work on HW14 if want Extra Credit	Thu 16 Dec Work on HW15 Submit HW14	Fri 17 Dec Work on HW15 if want Extra Credit	Sat 18 Dec Work on HW15 Last Day to Sub Acc HW

Academic Skills Coaching: 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. Note that if you inform me of harassment or abuse I am **required** to furnish that information and your name to the Office of Equal Opportunity & Affirmative Action (http://eoaa.umn.edu/) so that they may offer you help, but only if you want it.

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/

Student Emergency Funds: The U has created emergency funds to assist and support students who encounter an unforeseen financial emergency or catastrophic event, for example those related to the pandemic. For information see https://onestop.umn.edu/student-emergency-funds

Face Masks: Students 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, I will email progress reports 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), ⚙ and click **See all settings**. Click the **Forwarding and POP/IMAP** tab. Click **Add a forwarding address** and follow the directions.

HWID: I will email you a four-character **H**ome**W**ork **ID** (**HWID**). For example, **100A**. I use this to keep track of your scores in my gradebook so be sure it is on everything you submit for grading and **any correspondence you have with me, especially email**.

To get started: Get the course packet (Study Guide) and textbook. If you are going to use more than one computer, buy a USB drive. Start reading and following the directions on page **SG1** of the **S**tudy **G**uide.