

CI 1871 Syllabus for Name: _____

Homework ID Number (HWID): _____ U email:

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

Section: 2, which meets Tue & Thu 9:05 AM to 10:45 AM in 128 Appleby

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>

My mailing addresses are:

Postal Mail: 125 Peik Hall, 159 Pillsbury Drive SE, Minneapolis, MN 55455-0208

Campus Mail: 125 Peik Hall (delivery code 4301)

Office hours: Email me for an appointment or drop by 128 Appleby Hall M-Th 1:25 to 3:00 or TuTh 9:05-10:30 through Thu 30 Apr 2020

Bookstore: Course materials are at [Coffman](#) Bookstore (612-625-6000, <http://www.bookstore.umn.edu/>).

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, Spring 2020. Course packets from previous semesters will not work.

Materials: 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/microsoft-office-pro-plus-365-faculty-0>

Platform: We will use Office 2019 for Windows. 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 a bit more difficult. However, the textbook includes many **Tips for Mac Users** so it should be doable. See [Can you do CI 1871 on a Macintosh?](#) on my web site.

Workload: Significant work outside class 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.

Attendance: This computer mediated course has no lectures. You can use class time to work on the activities in the textbook and Study Guide and to get help from me. Attendance is not taken and does not count in your grade. You can do as much of the work outside of class as your time and abilities permit.

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/> Give 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 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.

Homework: Homework consists of files that you create and print 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 will not be allowed to add to it or to make changes.**

Submitting Homework: When you have completed a project, put the papers in order and staple the appropriate **Homework Submission Form** (see page 4 of this syllabus) to the front in the upper left corner. Hand in the completed printed homework packet during class by placing it in the **Turn In** box next to the printer in 128 Appleby. You may also turn in homework by bringing it to my office or sending it to me by campus or USPS mail. Because of problems associated with emailing documents (data corruption, viruses, incompatible printing) do NOT email your projects to me; only paper copy is acceptable. You can pick up graded papers from me during class.

Homework Schedule: Turn in your homework projects according to the following calendar and due dates. **Turning in homework early is fine.**

No Excel projects will be accepted after the Excel exam on Thu 27 Feb 2020 (done during class time).

No Word projects will be accepted after the Word exam on Thu 9 Apr 2020 (done during class time).

No PowerPoint projects will be accepted after the final exam on **Sat 9 May 2020 at 8:00 AM**.

CI 1871, Sec 2 Yellow (200) Tue & Thu 9:05 AM to 10:45 AM, Robertson, Spring 2020

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Mon 20 Jan 2020 University Closed	Tue 21 Jan Introduction To Course Hand out Syllabus	Wed 22 Jan	Thu 23 Jan Hand in: None Work on: HW1 Getting Started	Fri 24 Jan
2	Mon 27 Jan	Tue 28 Jan Hand in: HW1 Work on: HW2 Excel Cpt 1	Wed 29 Jan	Thu 30 Jan Hand in: HW2 Work on: HW3 Excel Cpt 2 Begin	Fri 31 Jan
3	Mon 3 Feb	Tue 4 Feb Hand in: None Work on: HW3 Excel Cpt 2 End	Wed 5 Feb	Thu 6 Feb Hand in: HW3 Work on: HW4 Excel Cpt 3 Begin	Fri 7 Feb
4	Mon 10 Feb	Tue 11 Feb Hand in: None Work on: HW4 Excel Cpt 3 End	Wed 12 Feb	Thu 13 Feb Hand in: HW4 Work on: HW5 Excel SG Begin	Fri 14 Feb
5	Mon 17 Feb	Tue 18 Feb Hand in: None Work on: HW5 Excel SG End	Wed 19 Feb	Thu 20 Feb Hand in: HW5 Work on: HW6 SG Sample Questions	Fri 21 Feb
6	Mon 24 Feb	Tue 25 Feb Hand in: HW6 Work on: Study for Exam on Excel	Wed 26 Feb	Thu 27 Feb No Excel HW accepted after today Excel Exam	Fri 28 Feb
7	Mon 2 Mar	Tue 3 Mar Hand in: None Work on: HW7 Word Cpt 1	Wed 4 Mar	Thu 5 Mar Hand in: HW7 Work on: HW8 Word Cpt 2 Begin	Fri 6 Mar
8	Mon 9 Mar	Tue 10 Mar No Class Spring Break	Wed 11 Mar	Thu 12 Mar No Class Spring Break	Fri 13 Mar
9	Mon 16 Mar	Tue 17 Mar Hand in: None Work on: HW8 Word Cpt 2 End	Wed 18 Mar	Thu 19 Mar Hand in: HW8 Work on: HW9 Word Cpt 3 Begin	Fri 20 Mar
10	Mon 23 Mar	Tue 24 Mar Hand in: None Work on: HW9 Word Cpt 3 End	Wed 25 Mar	Thu 26 Mar Hand in: HW9 Work on: HW10 Word SG Begin	Fri 27 Mar
11	Mon 30 Mar	Tue 31 Mar Hand in: None Work on: HW10 Word SG Keep going	Wed 1 Apr	Thu 2 Apr Hand in: None Work on: HW10 Word SG End	Fri 3 Apr
12	Mon 6 Apr	Tue 7 Apr Hand in: HW10 Work on: Study for Exam on Word	Wed 8 Apr	Thu 9 Apr No Word HW accepted after today Word Exam	Fri 10 Apr
13	Mon 13 Apr	Tue 14 Apr Hand in: None Work on: HW11 PowerPoint Cpt 1	Wed 15 Apr	Thu 16 Apr Hand in: HW11 Work on: HW12 PowerPoint Cpt 2	Fri 17 Apr
14	Mon 20 Apr	Tue 21 Apr Hand in: HW12 Work on: HW13 PowerPoint SG Begin	Wed 22 Apr	Thu 23 Apr Hand in: None Work on: HW13 PowerPoint SG End	Fri 24 Apr
15	Mon 27 Apr	Tue 28 Apr Hand in: HW13 Work on: Study for Final Exam	Wed 29 Apr	Thu 30 Apr No class. Complete Course Eval by Monday. Study for Final Exam on your own.	Fri 1 May
16	Mon 4 May	Tue 5 May	Wed 6 May	Thu 7 May Final exam for sec 2 is Sat 9 May 2020 at 8:00 AM in 128 Appleby No PPT or Access (Extra Credit) HW accepted after final	Fri 8 May
17	Mon 11 May	Tue 12 May	Wed 13 May	Thu 14 May	Fri 15 May

Exams: The Excel, Word, and Final exams will be closed book and notes but you may use one 8.5 inch by 11 inch sheet (both sides) of notes (typed, hand written, scanned, whatever). You must have a paper copy (no phone, iPad, or computer copy is acceptable). The exams will be done on the computers in **128 Appleby**, which are running Windows 10, so it would be a good idea to practice on those computers before the exam. See the Study Guide for sample questions and more information.

Excel Exam is on Thu 27 Feb 2020 at 9:05 AM. You will have 90 minutes to complete the exam.

Word Exam is on Thu 9 Apr 2020 at 12:00 AM. You will have 90 minutes to complete the exam.

Final Exam is on **Sat 9 May 2020 at 8:00 AM.** You will have 120 minutes to complete the exam. It will cover Excel, Word, and PowerPoint.

Extra Credit Homework: It is possible to earn extra credit by completing the two Access projects, **HW14** and **HW15**. If you do those their scores will be added to your homework total points when final grades are calculated. So, it is possible to earn up to 108% for homework. See the Study Guide for details.

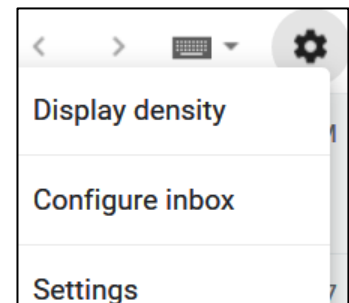
Grade: Your final course grade will be calculated using 20% for homework, 25% for the Excel exam, 20% for the Word exam, and 35% for the final exam.

Academic Counseling: Academic counseling offers students the opportunity to sit down one-on-one 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://counseling.umn.edu/academic-success/academic-skills-development>

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 is 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/>

Reports: Several times during the semester, progress reports will be emailed to your U of M Gmail 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 select **Settings**. Click **Forwarding and POP/IMAP**. Click **Add a forwarding address** and follow the directions.



Homework to be completed before the second class session

1. Buy the textbook, the Study Guide, and a USB drive. Bring these to every class.
2. Read this syllabus and pages **SG1** through **SG20** of the Study Guide (**SG** means **S**tudy **G**uide). If you would like to get started on the activities at home that is fine. Otherwise, just read the material and you can start doing the activities when you get to the second class session.

How to get started working at the second class session

1. Bring to class this syllabus, the textbook, the Study Guide, and your USB drive.
2. When you get to class, sit at a computer and log in using your U of M Internet ID name and password.
3. Follow the directions that start on page **SG9**. The instructions will direct you to copy some files to your USB drive and show you how to get started using the textbook.

Homework Submission Forms

When you **COMPLETELY** finish a project, cut out the appropriate submission form and staple it to the upper front left corner of the packet of papers you wish to submit for grading.

<p>1 <i>Access 1 Get Started</i> Due At Final Exam Extra Credit – NOT required</p> <p>4 HWID _____ Final Score: ____/20 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>	<p>1 <i>Access 2 Sort & Query</i> Due At Final Exam Extra Credit – NOT required</p> <p>5 HWID _____ Final Score: ____/40 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>
<p>1 <i>PPT 2 Formatting</i> Due Tue 21 Apr</p> <p>2 HWID _____ Final Score: ____/40 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>	<p>1 <i>PPT 3 Animation</i> Due Tue 28 Apr</p> <p>3 HWID _____ Final Score: ____/50 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>
<p>1 <i>Word Styles</i> Due Tue 7 Apr</p> <p>0 HWID _____ Final Score: ____/100 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>	<p>1 <i>PPT 1 Getting Started</i> Due Tue 14 Apr</p> <p>1 HWID _____ Final Score: ____/30 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>
<p>8 <i>Word 2 Tables & Letters</i> Due Thu 19 Mar</p> <p>HWID _____ Final Score: ____/60 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>	<p>9 <i>Word 3 Papers, Newsletter</i> Due Thu 26 Mar</p> <p>HWID _____ Final Score: ____/70 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>
<p>6 <i>Excel Sample Exam Quest</i> Due Tue 25 Feb</p> <p>HWID _____ Final Score: ____/40 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>	<p>7 <i>Word 1 Graphics & Lists</i> Due Thu 5 Mar</p> <p>HWID _____ Final Score: ____/40 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>
<p>4 <i>Excel 3 Charts & What-If</i> Due Thu 13 Feb</p> <p>HWID _____ Final Score: ____/60 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>	<p>5 <i>Excel Making Decisions</i> Due Thu 20 Feb</p> <p>HWID _____ Final Score: ____/90 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>
<p>2 <i>Excel 1 Create Worksheets</i> Due Thu 30 Jan</p> <p>HWID _____ Final Score: ____/50 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>	<p>3 <i>Excel 2 Functions</i> Due Thu 6 Feb</p> <p>HWID _____ Final Score: ____/60 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>
	<p>1 <i>Getting Started</i> Due Tue 28 Jan There are 4 problems in this project.</p> <p>HWID _____ Final Score: ____/40 CI 1871 sec 2 Professor Robertson, 270D Peik Hall, droberts@umn.edu, 612-625-1075 Spring 2020</p>