# CI 1871 Syllabus for Spring 2021

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

**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 able to collect either US Postal mail or Campus mail for Spring 2021. The best way to contact me is through email.

**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.

**Required Textbook:** Gaskin, Vargas, Geoghan & Graviett. GO! with Microsoft Office 365, 2019 Edition Introductory. 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.
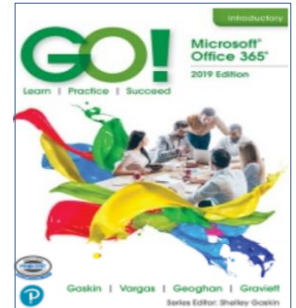
If you want to use a print copy of the textbook, you can **opt out** of Inclusive Access via the link provided to you, or by emailing inclusiveaccess@umn.edu with your course information and requesting to opt out. At your request, the Bookstore will issue a refund to your student account. Opt-outs are 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 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 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 about $50 cheaper than renting a print text. | More expensive. |
| Have to continually switch between the eText screen and the app screen 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, Spring 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 of the homework projects and practice exam questions.
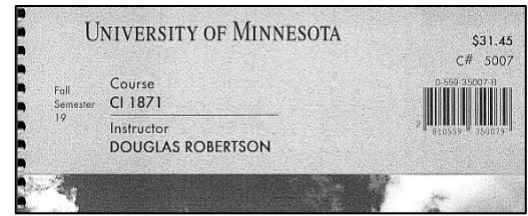


**Optional USB Drive:** If you will be using more than one computer, you should get a USB Drive (AKA *Flash Drive*, *Memory Stick*, *Thumb Drive*). These are available at the bookstore, Amazon, and lots of other places. Any size is fine.

**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**, **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 version 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

**Homework:** Homework consists of files that you create 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 versions of the output and submit those to Canvas for grading.

**Exams:** The Excel, Word, and PowerPoint exams will be open book and notes. I will email the exams to you and you will have 1.5 days to complete each and submit it in 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 27 Feb, the day before the exam is emailed to you.

**No Word projects** will be accepted after Fri 2 Apr, the day before the exam is emailed to you.

**No PowerPoint projects** will be accepted after Sat 1 May, the day before the exam is emailed to you.

**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 **Sat 8 May**. 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/).

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

| Week | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|---|
| 1 | Mon 18 Jan 2021<br>MLK Holiday | Tue 19 Jan<br>Work on HW1<br>Semester Begins | Wed 20 Jan<br>Work on HW1 | Thu 21 Jan<br>Work on HW1 | Thu 21 Jan<br>Work on HW1 | Sat 23 Jan<br>Work on HW2 | Sun 24 Jan<br>Work on HW2 |
| 2 | Mon 25 Jan<br>Work on HW2<br>Submit HW1 | Tue 26 Jan<br>Work on HW2 | Wed 27 Jan<br>Work on HW2 | Thu 28 Jan<br>Work on HW3 | Fri 29 Jan<br>Work on HW3 | Sat 30 Jan<br>Work on HW3 | Sun 31 Jan<br>Work on HW3 |
| 3 | Mon 1 Feb<br>Work on HW3<br>Submit HW2 | Tue 2 Feb<br>Work on HW3 | Wed 3 Feb<br>Work on HW3 | Thu 4 Feb<br>Work on HW4 | Fri 5 Feb<br>Work on HW4 | Sat 6 Feb<br>Work on HW4 | Sun 7 Feb<br>Work on HW4 |
| 4 | Mon 8 Feb<br>Work on HW4<br>Submit HW3 | Tue 9 Feb<br>Work on HW4 | Wed 10 Feb<br>Work on HW4 | Thu 11 Feb<br>Work on HW4 | Fri 12 Feb<br>Work on HW5 | Sat 13 Feb<br>Work on HW5 | Sun 14 Feb<br>Work on HW5 |
| 5 | Mon 15 Feb<br>Work on HW5<br>Submit HW4 | Tue 16 Feb<br>Work on HW5 | Wed 17 Feb<br>Work on HW5 | Thu 18 Feb<br>Work on HW5 | Fri 19 Feb<br>Work on HW5 | Sat 20 Feb<br>Work on HW6 | Sun 21 Feb<br>Work on HW6 |
| 6 | Mon 22 Feb<br>Work on HW6<br>Submit HW5 | Tue 23 Feb<br>Work on HW6 | Wed 24 Feb<br>Work on HW6 | Thu 25 Feb<br>Work on HW6 | Fri 26 Feb<br>Work on HW6 | Sat 27 Feb<br>Last Day to Submit HW<br>Submit HW6 | Sun 28 Feb<br>Excel Exam<br>Emailed to you |
| 7 | Mon 1 Mar<br>Excel Exam<br>Submit by 6 pm | Tue 2 Mar<br>Work on HW7 | Wed 3 Mar<br>Work on HW7 | Thu 4 Mar<br>Work on HW7 | Fri 5 Mar<br>Work on HW7 | Sat 6 Mar<br>Work on HW7 | Sun 7 Mar<br>Work on HW8 |
| 8 | Mon 8 Mar<br>Work on HW8<br>Submit HW7 | Tue 9 Mar<br>Work on HW8 | Wed 10 Mar<br>Work on HW8 | Thu 11 Mar<br>Work on HW8 | Fri 12 Mar<br>Work on HW8 | Sat 13 Mar<br>Work on HW8 | Sun 14 Mar<br>Work on HW9 |
| 9 | Mon 15 Mar<br>Work on HW9<br>Submit HW8 | Tue 16 Mar<br>Work on HW9 | Wed 17 Mar<br>Work on HW9 | Thu 18 Mar<br>Work on HW9 | Fri 19 Mar<br>Work on HW9 | Sat 20 Mar<br>Work on HW9 | Sun 21 Mar<br>Work on HW10 |
| 10 | Mon 22 Mar<br>Work on HW10<br>Submit HW9 | Tue 23 Mar<br>Work on HW10 | Wed 24 Mar<br>Work on HW10 | Thu 25 Mar<br>Work on HW10 | Fri 26 Mar<br>Work on HW10 | Sat 27 Mar<br>Work on HW10 | Sun 28 Mar<br>Work on HW10 |
| 11 | Mon 29 Mar<br>Work on Sample<br>Submit HW10 | Tue 30 Mar<br>Work on Sample<br>Word Exam | Wed 31 Mar<br>Work on Sample<br>Word Exam | Thu 1 Apr<br>Work on Sample<br>Word Exam | Fri 2 Apr<br>Last Day to Submit<br>Word Homework | Sat 3 Apr<br>Word Exam<br>Emailed to you | Sun 4 Apr<br>Word Exam<br>Submit by 6 pm |
| 12 | Mon 5 Apr<br><br>Spring Break | Tue 6 Apr<br><br>Spring Break | Wed 7 Apr<br><br>Spring Break | Thu 8 Apr<br><br>Spring Break | Fri 9 Apr<br><br>Spring Break | Sat 10 Apr<br><br>Spring Break | Sun 11 Apr<br><br>Spring Break |
| 13 | Mon 12 Apr<br>Work on HW11 | Tue 13 Apr<br>Work on HW11 | Wed 14 Apr<br>Work on HW11 | Thu 15 Apr<br>Work on HW11 | Fri 16 Apr<br>Work on HW12 | Sat 17 Apr<br>Work on HW12 | Sun 18 Apr<br>Work on HW12 |
| 14 | Mon 19 Apr<br>Work on HW12<br>Submit HW11 | Tue 20 Apr<br>Work on HW12 | Wed 21 Apr<br>Work on HW12 | Thu 22 Apr<br>Work on HW13 | Fri 23 Apr<br>Work on HW13<br>Submit HW12 | Sat 24 Apr<br>Work on HW13 | Sun 25 Apr<br>Work on HW13 |
| 15 | Mon 26 Apr<br>Work on HW13 | Tue 27 Apr<br>Work on HW13 | Wed 28 Apr<br>Work on Sample PPT<br>Submit HW13 | Thu 29 Apr<br>Work on Sample<br>PPT Exam | Fri 30 Apr<br>Work on Sample<br>PPT Exam | Sat 1 May<br>Last Day to Submit<br>PPT Homework | Sun 2 May<br>PPT Exam<br>Emailed to you |
| 16 | Mon 3 May<br>PPT Exam<br>Submit by 6 pm | Tue 4 May<br>HW14 Extra Credit | Wed 5 May<br>HW14 Extra Credit | Thu 6 May<br>HW15 Extra Credit<br>Submit HW14 | Fri 7 May<br>HW15 Extra Credit | Sat 8 May<br><br>Submit HW15 | Sun 9 May<br>Final Grades Submitted<br>Have a nice summer |

**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.

**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 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), 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 will send you a four-digit **H**ome**W**ork **ID** (**HWID**). 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.