

CI 1871 Syllabus for Fall 2023

Pandemic: For information on COVID-19, see <https://boynton.umn.edu/coronavirus> Social distancing and wearing a mask when around others is your best protection for avoiding the virus. 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. For details, see <https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp> 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 XLOOKUP, 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 styles 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. Extra credit is available for submitting the Excel practice exam solutions **or** two Access projects. **Access** is a database app that allows you to create and query databases.

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 <https://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 2023. 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 or lectures. 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 and, after the first exam, a calculation of an interim grade.

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.

Prerequisites: This course has no prerequisites other than familiarity with Windows or Macintosh computers.

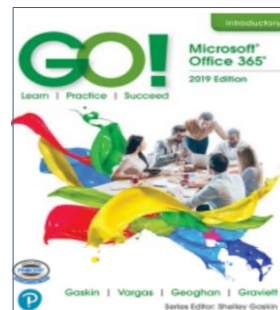
Technology Requirements: A Windows or Macintosh computer with Office 2019 or Office 365, which contain Microsoft Excel, Word, and PowerPoint installed. **Do NOT use older versions or Browser-based versions** of the apps because they will not have some of the features you will need. Microsoft Access is needed in order to do two extra credit Access homework projects (Access is not available for Mac but is available in computer labs on campus).

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>

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 **CI 1871 Computer Literacy and Problem Solving**, and click **Course Introduction PowerPoint Presentation**. This is from a previous semester, but everything will be the same except for the calendar (see page 4 of this syllabus) and that you must get the current, Fall 2023, course packet.

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 **(Inclusive Access) Go! With Microsoft Office 365 2019 Edition** 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.

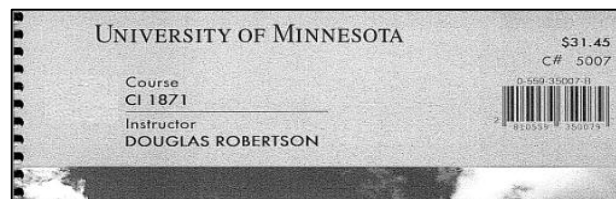
If you want to use a print copy of the textbook, you can **opt out** of Inclusive Access via the link provided to you, or by emailing **inclusiveaccess@umn.edu** with your course information and requesting to opt out. At your request, the Bookstore will issue a refund to your student account. Opt-outs 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.	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.
Is cheaper than renting or buying 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). Easy to make hand-written notes in the margins.

Required Course Packet: CI 1871 Study Guide, **Fall 2023**.

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 <https://z.umn.edu/robertson>

Platform: The course is written for the **Windows version** of **Microsoft Office 365** (or Office 2019).

Browser versions of the Excel, Word, or PowerPoint **will not work properly**. You can use your own computer or one in a public lab on campus (<https://it.umn.edu/services-technologies/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 many **Tips for Mac Users** so it is doable, just 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 Tech Help Services in 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. Contact them at 612-301-4357 or help@umn.edu [Click here to view the Technology Help for Students Google Doc.](#)

Activities: You will follow the directions in the textbook and the Study Guide to create Excel workbooks, Word documents, and PowerPoint presentations designed to help solve specific problems. You will submit the resulting projects to Canvas for grading. You will also complete exams on Excel, Word, and PowerPoint on your own computer and submit the files to Canvas. If necessary, you may resubmit homework until the day before the exam on that topic.

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. When you complete an exam, you will submit the required Excel, Word, or PowerPoint 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 14 Oct, the day before that exam is emailed to you.

No Word projects will be accepted after Sat 18 Nov, the day before that exam is emailed to you.

No PowerPoint projects will be accepted after Sat 9 Dec, the day before that exam is emailed to you.

Extra Credit Homework: It is possible to earn extra credit on your homework score by submitting **EITHER HW06** Excel Practice Exam Questions **OR** the two Access projects, **HW14** and **HW15**. You must submit those to Canvas by the due dates listed on the calendar (see page 4 of this syllabus). If you submit one of those, the scores will be added to your homework total points when final grades are calculated. So, it is possible to earn up to 113% for homework. See the Study Guide for details. Note that **Access is not available for Mac** so if you are a Mac user and choose to do Access you will have to do the Access extra credit work on a Windows computer. Check out the public computer labs on campus (<https://it.umn.edu/services-technologies/computer-labs>).

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. These weights reflect the fact that Excel is the largest part of the course, then Word, and finally PowerPoint. Here is the formula I will use:

Total Points = 0.35*HW Score + 0.35*Excel Exam + 0.20*Word Exam + 0.10*PPT Exam

Note that because the Canvas gradebook does not use these weights, your total points shown in Canvas **will not be correct**, although the individual scores will be.

Letter grade cutoffs are listed on page SG2 of the Study Guide (course packet).

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 (except on exams) 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. Instances will be reported to the [Office for Community Standards](#).

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 3 Sep 2023	Mon 4 Sep Labor Day University Closed	Tue 5 Sep Work on HW1 Semester Begins	Wed 6 Sep Work on HW1	Wed 6 Sep Work on HW1	Fri 8 Sep Work on HW1	Sat 9 Sep Work on HW2
2	Sun 10 Sep Work on HW2	Mon 11 Sep Work on HW2 Submit HW1	Tue 12 Sep Work on HW2	Wed 13 Sep Work on HW2	Thu 14 Sep Work on HW3	Fri 15 Sep Work on HW3	Sat 16 Sep Work on HW3
3	Sun 17 Sep Work on HW3	Mon 18 Sep Work on HW3 Submit HW2	Tue 19 Sep Work on HW3	Wed 20 Sep Work on HW3	Thu 21 Sep Work on HW4	Fri 22 Sep Work on HW4	Sat 23 Sep Work on HW4
4	Sun 24 Sep Work on HW4	Mon 25 Sep Work on HW4 Submit HW3	Tue 26 Sep Work on HW4	Wed 27 Sep Work on HW4	Thu 28 Sep Work on HW4	Fri 29 Sep Work on HW5	Sat 30 Sep Work on HW5
5	Sun 1 Oct Work on HW5	Mon 2 Oct Work on HW5 Submit HW4	Tue 3 Oct Work on HW5	Wed 4 Oct Work on HW5	Thu 5 Oct Work on HW5	Fri 6 Oct Work on HW5	Sat 7 Oct Work on Excel Sample Exam Questions - HW6
6	Sun 8 Oct Work on Excel Sample Exam Questions - HW6	Mon 9 Oct Work on Excel Sample Quest Submit HW5	Tue 10 Oct Work on Excel Sample Exam Questions - HW6	Wed 11 Oct Work on Excel Sample Exam Questions - HW6	Thu 12 Oct Work on Excel Sample Exam Questions - HW6	Fri 13 Oct Work on Excel Sample Exam Questions - HW6	Sat 14 Oct Work on Excel Sample Quest Last Day to Sub Excel HW
7	Sun 15 Oct Excel Exam Emailed to you	Mon 16 Oct Excel Exam Submit by 6 pm	Tue 17 Oct Work on HW7	Wed 18 Oct Work on HW7	Thu 19 Oct Work on HW7	Fri 20 Oct Work on HW7	Sat 21 Oct Work on HW8
8	Sun 22 Oct Work on HW8	Mon 23 Oct Work on HW8 Submit HW7	Tue 24 Oct Work on HW8	Wed 25 Oct Work on HW8	Thu 26 Oct Work on HW8	Fri 27 Oct Work on HW8	Sat 28 Oct Work on HW9
9	Sun 29 Oct Work on HW9	Mon 30 Oct Work on HW9 Submit HW8	Tue 31 Oct Work on HW9	Wed 1 Nov Work on HW9	Thu 2 Nov Work on HW9	Fri 3 Nov Work on HW10	Sat 4 Nov Work on HW10
10	Sun 5 Nov Work on HW10	Mon 6 Nov Work on HW10 Submit HW9	Tue 7 Nov Work on HW10	Wed 8 Nov Work on HW10	Thu 9 Nov Work on HW10	Fri 10 Nov Work on HW10	Sat 11 Nov Work on HW10
11	Sun 12 Nov Work on HW10	Mon 13 Nov Work on Wrd Sample Quest Submit HW10	Tue 14 Nov Work on Word Sample Exam Questions	Wed 15 Nov Work on Word Sample Exam Questions	Thu 16 Nov Work on Word Sample Exam Questions	Fri 17 Nov Work on Word Sample Exam Questions	Sat 18 Nov Work on Wrd Sample Quest Last Day to Sub Word HW
12	Sun 19 Nov Word Exam Emailed to you	Mon 20 Nov Word Exam Submit by 6 pm	Tue 21 Nov Work on HW11	Wed 22 Nov Work on HW11	Thu 23 Nov Happy Thanksgiving	Fri 24 Nov Work on HW11	Sat 25 Nov Work on HW11
13	Sun 26 Nov Work on HW12	Mon 27 Nov Work on HW12 Submit HW11	Tue 28 Nov Work on HW12	Wed 29 Nov Work on HW12	Thu 30 Nov Work on HW12	Fri 1 Dec Work on HW13	Sat 2 Dec Work on HW13
14	Sun 3 Dec Work on HW13	Mon 4 Dec Work on HW13 Submit HW12	Tue 5 Dec Work on HW13	Wed 6 Dec Work on HW13	Thu 7 Dec Work on Sample PPT Exam Questions	Fri 8 Dec Work on Sample PPT Ex Qu Submit HW13	Sat 9 Dec Work on Sample PPT Ex Qu Last Day to Sub PPT HW
15	Sun 10 Dec PPT Exam Emailed to you	Mon 11 Dec PPT Exam Submit by 6 pm	Tue 12 Dec Optional HW14	Wed 13 Dec Optional HW14	Thu 14 Dec Optional HW15 Submit HW14	Fri 15 Dec Optional HW15	Sat 16 Dec Optional HW15 Last Day to Sub Acc HW

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, 200 Oak Street SE, drc@umn.edu, 612-626-1333, <https://disability.umn.edu/> Email your documentation to me at the **beginning** of the semester so we can work out what to do.


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 can offer you help, which you may take 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 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 designated enclosed or indoor space on campus, including classrooms and computer labs. [FAQ about the mask policy](#).

Progress Reports: Throughout 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 the **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 **HomeWork 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**.

How To Get Started: Get started as soon as you can by doing the following:

1. Be sure you have up to date versions of Excel, Word, and PowerPoint installed on your Windows or Macintosh computer (Office 2019 or Office 365 versions – do **NOT** try to use browser-based versions or older versions).
2. Be sure you have access to a reliable internet connection.
3. By the first day of class, I will send you an email that asks you for some information. When you reply to that email I will send you your **HWID** and enter you in my gradebook.
4. From the bookstore, get the course packet (Study Guide) and textbook (if you want a print copy). A pdf copy of the Study Guide is also on my website. As for the textbook, you may use **either** the eText (via the **Modules** tab on Canvas) or the print text.
5. If you are going to use more than one computer, buy a USB drive that you can store your files on. Such a drive is also good for backing up your files. Any size will do.
6. Start reading and following the directions on page **SG1** of the **Study Guide**.
7. Email me at droberts@umn.edu if you have any questions.