Course Description
This course will introduce the student to the operation and use of computers. Specific applications taught include operating systems, word processing, spreadsheets, databases and presentation software. Students will use these applications to design, develop, create, and edit documents, spreadsheets, databases and presentations. In addition, students will learn basic terminology and concepts related to the use of computers in today’s society.

Rationale
This course is designed to offer the student a hands-on introduction to Microsoft Office 2016 concepts and applications. The course will assist in fulfilling institutional aims through integrating secondary level computer competencies.

Prerequisite
Sophomore standing

Measurable Learning Outcomes
A. The student will:
B. Utilize concepts relating to Microsoft Office 2016 as a general suite of tools
C. Demonstrate the use of professional email including sending files to another user
D. Create and edit basic documents using Microsoft Word 2016
E. Create and edit basic spreadsheets including the use of formulas with Microsoft Excel 2016
F. Create and edit effective presentations using Microsoft PowerPoint 2016
G. Demonstrate basic skills with databases using Microsoft Access 2016

Course Materials
See LUOA’s Systems Requirements for computer specifications necessary to operate LUOA curriculum. Also view Digital Literacy Requirements for LUOA’s expectation of users’ digital literacy.

This course contains additional physical materials. See the materials page toward the end of this syllabus for a listing of course materials.
This course makes use of third-party digital resources to enhance the learning experience. These resources have been curated by LUOA staff and faculty and can be safely accessed by students to complete coursework. Please ensure that internet browser settings, pop-up blockers, and other filtering tools allow for these resources to be accessed.

The following resource(s) are used throughout this course:

- Cengage MindTap

Note: Embedded YouTube videos may be utilized to supplement LUOA curriculum. YouTube videos are the property of the respective content creator, licensed to YouTube for distribution and user access. As a non-profit education institution, LUOA is able to use YouTube video content under the YouTube Terms of Service and the provisions of the TEACH Act of 2001. For additional information on copyright, please contact the Jerry Falwell Library.

**Course Grading Policies**

The students’ grades will be determined according to the following grading scale and assignment weights. The final letter grade for the course is determined by a 10-point scale. Assignments are weighted according to a tier system, which can be referenced on the Grades Page in Canvas. Each tier is weighted according to the table below. Items that do not affect the student’s grade are found in Tier 0.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Assignment Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 90-100%</td>
<td>Tier 0 0%</td>
</tr>
<tr>
<td>B 80-89%</td>
<td>Tier 1 25%</td>
</tr>
<tr>
<td>C 70-79%</td>
<td>Tier 2 35%</td>
</tr>
<tr>
<td>D 60-69%</td>
<td>Tier 3 40%</td>
</tr>
<tr>
<td>F 0-59%</td>
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</tbody>
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**Course Policies**

Students are accountable for all information in the Student Handbook. Below are a few policies that have been highlighted from the Student Handbook.

**Types of Assessments**

To simplify and clearly identify which policies apply to which assessment, each assessment has been categorized into one of four categories: Lesson, Assignment, Quiz, or Test. Each applicable item on the course Modules page has been designated with an identifier chosen from among these categories. Thus, a Quiz on the American Revolution may be designated by the title, “1.2.3 Quiz: The American Revolution.” These identifiers were placed on the Modules page to help students understand which Honor Code and Resubmission policies apply to that assessment (see the Honor Code and Resubmission policies on the pages to follow for further details).

- **Lesson:** Any item on the Modules page designated as a “Lesson”
  These include instructional content and sometimes an assessment of that content. Typically, a Lesson will be the day-to-day work that a student completes.
• **Assignment:** Any item on the Modules page designated as an “Assignment”
  Typical examples of Assignments include, but are not limited to, papers, book reports, projects, labs, and speeches. Assignments are usually something that the student should do their best work on the first time.

• **Quiz:** Any item on the Modules page designated as a “Quiz”
  This usually takes the form of a traditional assessment where the student will answer questions to demonstrate knowledge of the subject. Quizzes cover a smaller amount of material than Tests.

• **Test:** Any item on the Modules page designated as a “Test”
  This usually takes the form of a traditional assessment where the student will answer questions to demonstrate knowledge of the subject. Tests cover a larger amount of material than Quizzes.

**Resubmission Policy**

Students are expected to submit their best work on the first submission for every Lesson, Assignment, Quiz, and Test. However, resubmissions may be permitted in the following circumstances:

• **Lesson:** Students are automatically permitted two attempts on a Lesson. The student may freely resubmit for their first two attempts without the need for teacher approval.

• **Assignment:** Students are intended to do their best work the first time on all Assignments. However, any resubmissions must be completed before the student moves more than one module ahead of that Assignment. For example, a student may resubmit an Assignment from Module 3 while in Module 4, but not an Assignment from Modules 1 or 2. High School students may not resubmit an Assignment without expressed written permission from the teacher in a comment.

• **Quiz:** Students may NOT resubmit for an increased grade.

• **Test:** Students may NOT resubmit for an increased grade.

If a student feels that he or she deserves a resubmission on a Lesson, Assignment, Quiz, or Test due to a technical issue such as computer malfunctioning, the student should message his or her teacher to make the request, and that request will need to be approved by a Department Chair.

**Consequences for Violations to the Honor Code**

Every time a student violates the Honor Code, the teacher will submit an Honor Code Incident Report. The Student Support Coordinator will review the incident and allocate the appropriate consequences. Consequences, which are determined by the number of student offences, are outlined below:

• **Warning:** This ONLY applies to high school Lessons and elementary/middle school Assignments and Lessons. These will be taken as a teaching moment for the student.
  • **Lessons:** A zero will be assigned for the question only.
• **Elementary/Middle School Assignment:** The student must redo their work. However, they may retain their original grade.

• **1st Offense:**
  - **Lesson, Quiz, or Test:** The student will receive a zero on the entire assessment.
  - **Assignment:** The student will either:
    - Receive a 0% on the original assignment
    - Complete the Plagiarism Workshop
    - Retry the assignment for a max grade of 80%

• **2nd Offense:** The student will receive a zero and be placed on Academic Probation.

• **3rd Offense:** The student will receive a zero and the Faculty Chair will determine the consequences that should follow, possibly including withdrawal from the course or expulsion from the academy.
COURSE MATERIALS

- Cengage MindTap – access to this simulation software is provided directly through your Canvas course – no access code or key is required
- USB flash drive or cloud storage - this course requires students to create several projects which should be backed up regularly to a flash drive or a repository on the Cloud. Lost projects which are not backed up may need to be recompleted if there are technical issues for the student.
- Microsoft Office 2016 (available for Windows or Mac) – this software is available to our students at no charge from the Liberty University IT webpage: https://www.liberty.edu/informationtechnology/index.cfm?PID=24600
Scope and Sequence
CSB 2003

Week 1: Office 2016 and Outlook
Week 2: Word 2016: Getting Started
Week 3: Word 2016: Editing Documents
Week 4: Word 2016: Formatting Text and Paragraphs
Week 5: Word 2016: Formatting Documents
Week 6: Word 2016: Capstone Project
Week 7: Excel 2016: Getting Started
Week 8: Excel 2016: Formulas and Functions
Week 9: Excel 2016: Formatting a Worksheet
Week 10: Excel 2016: Charts
Week 11: Excel 2016: Capstone Project
Week 12: PowerPoint 2016: Getting Started
Week 13: PowerPoint 2016: Modifying a Presentation
Week 14: PowerPoint 2016: Inserting Objects into Presentations
Week 15: PowerPoint 2016: Finishing a Presentation
Week 16: PowerPoint 2016: Capstone Project
Week 17: Access 2016: Getting Started with Databases and Queries
Week 18: Access 2016: Forms and Reports