**My work week is Monday through Friday during the fall & spring and Monday through Thursday during the summer. Email responses will generally be within 24 hours. For email messages received on Fridays (Thursdays in the summer) or holidays, responses will be on the following work day.**

INSTRUCTOR: Catherine Finley  
OFFICE: D209  
PHONE: (281) 756-3811  
FAX: (281) 756-3954  
E-MAIL: cfinley@alvincollege.edu

COURSE DESCRIPTION:
This course will provide students with basic and intermediate features of a current integrated software program used by industry (Microsoft Office Professional 2003).

MATERIALS NEEDED:
- Microsoft Office 2003 Introductory Concepts & Techniques, Shelly, Cashman, Vermaat (includes WebCT)  
- Microsoft Office 2003 Professional software (Word, Excel, Access, & PowerPoint)  
- SAM 2003 Assessment and Training Software Version 3.1 (Institutional Key #S3947330). When logging on to Sam 2003 for the first time, you need to enter the Institution Key. Course Technology support can be reached via email at tech.support@course.com. SAM is used for testing and training purposes only. **YOU DO NOT COMPLETE ASSIGNMENTS USING SAM.**  
- USB/jump drive (do not save your work on the school's lab computers)  

WEBCT:
We will use WebCT for classroom management (SIP, email, calendar, submitting assignments, etc.). All students will be able to access their WebCT account by noon on the first day of classes. Every student who enrolls after this day (later registers) will be added in by the next day by noon. If you have a problem accessing WebCT, please contact the Distance Education Department at 281-756-3728 or de@alvincollege.edu.

To access WebCT, log on to the college’s website [http://www.alvincollege.com](http://www.alvincollege.com)

Click the “WebCT” icon
Click on “Log on to”
Key in your “username” and “password”

Your “username” will be the following: **firstname.lastname** (lowercase—ex. catherine.finley)
Don’t forget the period in-between the two words. If you have multiple last names (for example De Los Santos) these will be combined into one word. Hyphens will be left in as they are. Please check your fee statement to see how our system spells your name as this is what these accounts will be set up from. Your
initial “password” will be “alvincc” (lowercase). You can change your password once you have logged in.

COURSE COMPETENCIES:

1. Student will develop an understanding of the concepts of a word processing, spreadsheet, graphics, and database management system. F1, F5, F7, C8
2. Student will demonstrate skill in the operation of a personal computer utilizing Microsoft Office Professional 2003. C8
3. Student will learn introductory and intermediate concepts and techniques. F1, F2, C7, C8
4. Student will demonstrate critical thinking through creating and revising typical business forms. F7
5. Student will demonstrate time management by meeting due dates for assignments and tests and organizing work, family, and personal schedules. C1, F13, F16
6. Student will demonstrate proofreading skill through the creation of documents. F1, C7, C8

COURSE COMPLETION REQUIREMENTS:

- Read and complete assigned projects.
- Complete and turn in assignments on time.
- Complete all tests.

GENERAL INSTRUCTIONS:

1. Students are required to work on the class _6_ hours a week during the fall and spring semesters and _8_ hours a week during the summer.

Labs D-213 & D-235 close at 9 p.m. Monday—Thursday and at 5 p.m. on Friday. The school is closed on Fridays in the summer.

*The labs are not automatically unlocked by Campus Police in the morning. If you need in a lab before it has been opened, please go to Campus Police. After Hours Policy (D235 only—see Campus Police form for rules)

2. Students are encouraged to make every effort to complete exams by the deadline. If you are unable to complete an exam by the deadline, you must notify the instructor as soon as possible. Exceptions will only be given in an emergency. You are limited to one emergency! If more than one test is missed, the others will receive a zero. Failure to do so will result in an automatic zero for the exam(s) missed. EXAMS CANNOT BE RETAKEN.

3. Assignments must be properly labeled and be in order (student name, project number, exercise number). Failure to do so will result in points deducted. Graded assignments will be returned in an out basket in D-213. Assignments may be turned in at my office (D209), faxed, mailed (U.S. Postal), or emailed to cfinley@alvincollege.edu or to me through our class web site via WebCT (preferred). Be sure if you email your assignments that you note in the "Subject" of the email that you are submitting homework. Graded assignments will be returned in the out basket in D213 only if turned in as hard copies (printed).

4. Incompletes will not be given unless a student has completed a minimum of 75% of all assignments and has experienced a true emergency near the end of the semester. The student must request the incomplete.
5. A student wishing to withdraw from a course must submit a withdrawal form to the Records Office by: **April 10, 2007 at 5 p.m.**

6. Only students registered for classes may attend lab. To avoid disruption of class/lab, children of enrolled students may not attend classes. Further, cellular phones, pagers, and other electronic equipment that may be considered disruptive to instruction should not be brought in the lab. In emergencies, students may be contacted through the Campus Police Office, (281) 756-3700 (See ACC Catalog).

**ASSIGNMENT POLICY/PRODUCTIVITY:**

Time management is a necessary skill. The following policy has been implemented to stress the importance of planning and meeting due dates:

Assignments must be turned in by the due date. You are allowed **one** late assignment during a semester with a maximum grade of **80** (20 points deducted). After one late assignment, any additional late assignments will earn a grade of zero (0). **Late assignments must be turned in no later than one week following the original due date. Assignments received later than one week following the due date will earn a grade of zero (0).**

**EVALUATION OF COURSE COMPETENCIES:**

<table>
<thead>
<tr>
<th>Project Tests (Word, Excel, Access, PowerPoint)</th>
<th>70%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>30%</td>
</tr>
<tr>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**GRADING SCALE:**

- **A = 90 - 100**
- **B = 80 - 89**
- **C = 70 - 79**
- **D = 60 - 69**
- **F = 59 or less**

**CLASS/LAB RULES:**

1. Use only the equipment that has been designated for your class.
2. No children or friends allowed in class/lab.
3. No food or drinks allowed in class/lab.
4. Do not unplug or move equipment
5. If you experience difficulty with any equipment, notify an instructor/lab assistant or leave a note explaining what is wrong with the equipment.

**ASSIGNMENTS:**

Read and work through the assigned projects (3 for Word, 3 for Excel, 3 for Access, and 2 for PowerPoint). The projects take you “step-by-step” thru the new features introduced. I recommend you complete the “Apply Your Knowledge” exercises (do not turn in) prior to completing your assignments. Your assignments are the “In the Lab” exercises found at the end of every project (Word, Excel, Access,
Assignments are given a “check” grade. Either they have been completed for full credit or they haven’t, and appropriate points will be deducted.

Assignments to be turned in:

| Due: February 9, 2007 | Word Project 1 – In the Lab 1, 2, 3 (p. WD 67-WD 70)  
Word Project 2 – In the Lab 1, 2 (p. WD 130 – WD 133)  
Word Project 3 – In the Lab 1, 2 (p. WD 199 – WD 200) |
|-----------------------|----------------------------------------------------------|
| Due: March 9, 2007    | Excel Project 1 – In the Lab 1, 2, 3 (p. EX 58 – EX 62)  
Excel Project 2 – In the Lab 1, 2 (omit Lab 2 Instructions Part 4) (p. EX 132 – EX 136)  
Excel Project 3 – In the Lab 1, 2, 3 (omit Lab 3 Instructions Part 3) (p. EX 212 – EX 221) |
| Due: April 13, 2007  | Access Project 1 – In the Lab 1, 2, 3 (p. AC 56 – AC 62)  
Access Project 2 – In the Lab 1, 2, 3 (p. AC 109 – AC 111)  
Access Project 3 – In the Lab 1, 2, 3 (p. AC 168 – AC 170) **These database projects build from Project 1 through Project 3. If you are using diskettes, I recommend you save each database on a separate diskette (4 diskettes recommended—one for each lab plus the exercise within the project).** |
| Due: April 27, 2007  | PowerPoint Project 1 – In the Lab 1, 2, 3 (p. PPT 69 – PPT 76)  
PowerPoint Project 2 – In the Lab 1, 2, 3 (p. PPT 132 – PPT 137) |

**DATA FILES:**

Data Files can be downloaded from the Internet. Instructions can be found on the inside back cover of your text. You can also copy the data files off the school’s network (on the Windows desktop, go to “My Computer”, “O” drive, “Data” folder, “POFI 1401 Intro Office 2003 Student Data Files” folder, and there you’ll find folders for the individual software applications) in D213 and D235.

**Recommended Assignments (DO NOT TURN IN):**

SAM 2003 Practice Project Tests (one for each Project) and SAM Training
“Apply your knowledge” assignments in the textbook (found before the “In the Lab” assignments)

**TESTS:**

Tests are taken after completing each software application. You will have 4 tests (one on Word, one on Excel, one on Access, and one on PowerPoint). Prior to taking any of the tests I recommend that you complete the Practice Project tests and Training exercises I have set up for you in SAM 2003. These will not only prepare you for the tests but familiarize you with the testing environment. You can repeat the Practice Project tests and training exercises as needed. If you wish to take the tests at the college, SAM has been installed and is working on the computers in D213 and D235. Therefore, you will NOT need to install SAM on the college computers; you would just begin with your log-in instructions.
TEST deadlines:

Word: February 9, 2007
Excel: March 9, 2007
Access: April 13, 2007
PowerPoint: April 27, 2007

Tests must be taken by the deadline. Exceptions will only be given in an emergency. You are limited to one emergency! **IF YOU MISS AN EXAM, YOU MUST CONTACT ME TO SCHEDULE A MAKEUP TEST DATE.**

DISTANCE EDUCATION

ACC has **three** different ways that you can take distance education classes: Online (WWW), TV Courses (TV), or through independent, directed self-study (TBA). Internet and TV classes are listed under the "Internet/Television Classes" heading in the schedule.

How does distance education work?
Once you have registered, you need to contact your instructor during the first week (via email –first letter of first name last name@alvincollege.edu. For example: psanger@alvincollege.edu). Your instructor will tell you about the course, give you the materials, and tell you what you need to do. From then on, you work within the timeline that your teacher sets, and hand in assignments by their due date. If there are any tests, you may take them online or at the Learning Lab, depending on the class.

Why should I take a distance education class?
The biggest benefit in taking a distance learning class is time. You can do the work at any time during the day while keeping up with the course. You do not need to be in class at any given time, however, you need to stay on top of the assignments and make sure that you get them in by the due dates. There is nothing harder to do than to catch up on a week or two of work.

Is distance education for me?
Can you dedicate 4-10 hours weekly to the course?
Is there a quiet place for you to study or work on your assignments?
Do you have good time management skills?
Are you self disciplined?

I can answer "Yes" to all of the above, am I ready for an online (WWW) course?
If you can also answer "Yes" to these, then online classes may be right for you.
Do you have unlimited access to a computer?
Do you know how to navigate on the Internet?
Do you have E-mail?
Can you check into your class at least every other day?

ADA STATEMENT:
"This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunities. It is the policy of Alvin Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student's responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations."

CAREER SERVICES ON CAMPUS

Career Services consist of a career library, individual counseling, career workshops, job placement, and job fairs. Career Services is linked to the College’s website, alvincollege.edu.

Career Library Resources contains career books listing major employers, vocational biographies, job search information and videos. Student workstations consist of computer planning software, resume writing software and easy access to labor market information.

Individual Counseling will assist students by critiquing resumes and job search strategies.

Career Workshops offer workshops on job-search topics such as resume and cover letter writing, interview preparation and tapping the hidden job-market.

Job Placement Service receives weekly from local and national employer job vacancies. These job vacancies are posted on job boards on campus, on the college’s website (alvincollege.edu and click on job corner), and Office Administration’s bulletin board.

SAM 2003 Training System Requirements

- Internet Explorer 5.0 or higher
- Live Internet connection
- Pentium 350 MHz or faster
- 64 MB RAM
- 1.5 GB minimum hard disk space
- SVGA graphics (800x600/256-color or higher)
- Macromedia Flash Player 7

One of the following operating systems must be installed

- Microsoft Windows 98
- Microsoft Windows 2000
After installing the SAM 2003 software on your computer (remember you do NOT need to install on the college's computers—just start out with your login) you will need to complete a first-time login. You can find the instructions on the inside of the SAM Training package or you can also find instructions on our class web site in WebCT.

***SAM does not run well if you are using dial-up internet access. Often times the exams will not upload correctly. If you have dial-up internet access at home, I highly recommend that you take your SAM exams at a college computer lab.***

I have read and understand the Student Information Plan (SIP) Computer Applications I – Introductory Office 2003.

________________________________________  ______________________________________
Date                                                                                        Student Signature