



**UNIVERSITY OF  
NORTHWESTERN**  
ST. PAUL

OFFICE OF DUAL ENROLLMENT

# **GST1015**

## **Basic Computer Applications**

**SPRING 2021**

**SYLLABUS**

Version: OLG v7.5:11/20

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# GST1015 Basic Computer Applications

University of Northwestern – St. Paul

## COURSE DESCRIPTION

This class teaches basic computer literacy and introduces students to common desktop applications such as word processing, spreadsheets, Internet and multimedia. Software specific to the course includes Microsoft Word, Excel, Internet Explorer and PowerPoint. Skills gained in the course will provide a foundation for using these applications in other Northwestern courses. Only offered through Undergraduate Pathways.

**Credits: 1**

**Prerequisites:** None

## INSTRUCTOR INFORMATION

Please see “Contacting the Instructor” on the course site.

## COURSE OUTCOMES

At the end of this course, a successful student will be able to

- CO-1. Assess their present knowledge and skills with regard to basic computer applications.
- CO-2. Demonstrate competency in word processing by creating and formatting two pieces of written communication.
- CO-3. Locate and export information from the Internet by using an Internet browser.
- CO-4. Communicate via electronic mail to one person or a group.
- CO-5. Demonstrate the ability to create, format and manipulate a spreadsheet.

## MATERIALS

### Required Textbooks and Materials

Microsoft, Inc. *Microsoft Office 2016: Word, Excel, PowerPoint, Outlook, OneDrive*. Freely available to UNW students for download at: <https://portal.office.com>. University login credentials required.

### Provided by Student

For this course, students will need access to Microsoft Office (available at no cost to students through the University of Northwestern-St. Paul), a PDF reader, and a standard internet browser. Please refer to the Tech Requirements found in the Technology Help section at the top of the course site for the full requirements.

## GRADING POLICIES AND PROCEDURES

### Course Grade Explanation

#### Assignments

How Computers Work Quiz

#### Grade Points

5

|                                   |            |
|-----------------------------------|------------|
| Computer Terminology Quiz         | 5          |
| Computer Inventory Survey         | 5          |
| Discussion Forums                 |            |
| Anatomy or Understanding          | 5          |
| My Computer                       | 5          |
| Word Processing Tutorial          | 5          |
| Spreadsheet Tutorial              | 5          |
| Multimedia Tutorial               | 5          |
| Technology Toolbox Wiki           | 10         |
| Software Applications Spreadsheet | 20         |
| OneNote Assignment                | 10         |
| My First Online Word Document     | 10         |
| Organization Document             | 10         |
| Curriculum Vitae                  | 20         |
| Job Expenses Spreadsheet          | 20         |
| Autobiography Presentation        | 20         |
| Online Portfolio                  | 20         |
| Basic Computer Apps Quiz          | <u>20</u>  |
| <b>Total</b>                      | <b>200</b> |

## Grading Scale Percentages

|    |      |    |      |    |      |    |      |
|----|------|----|------|----|------|----|------|
| A  | ≥ 93 | B  | ≥ 83 | C  | ≥ 73 | D  | ≥ 63 |
| A- | ≥ 90 | B- | ≥ 80 | C- | ≥ 70 | D- | ≥ 60 |
| B+ | ≥ 87 | C+ | ≥ 77 | D+ | ≥ 67 | F  | < 60 |

## Late Work

All assignments are due as described in the course syllabus and the course site. Students are responsible for meeting assignment deadlines. Late assignments will be automatically deducted one letter grade. The assignments will drop an additional grade per day it is late, up to a 50% deduction in grade; late assignments will not be accepted for a grade beyond one week past the original deadline. Forum discussion activities must be completed on time to earn points. Late forum posts will earn zero points. Students should contact the instructor via e-mail if an extenuating circumstance exists.

## Feedback Expectations

Students should expect feedback for their submitted assignments within 5 days of the assignment due date or the time of their submission, whichever is later.

## INSTITUTIONAL POLICIES AND SERVICES

### Guidelines and Information

Students are responsible for all content of the DE Student Handbook. The most recent version of the DE Student Handbook is located on [confluence.unwsp.edu](http://confluence.unwsp.edu) and includes the following policies and procedures:

- Deadlines for Dropping or Withdrawing

- Student/instructor Communication
- Appeals, Exceptions, Disciplinary Process, & Grievances
- Assignments (late work and plagiarism)
- Examinations
- Grading System

Instructors may have course-related expectations that further detail the policies and procedures outlined in the DE Student Handbook. Any such expectations must be provided to students in writing (e.g., handout, course site posting) prior to or at the beginning of the class.

Traditional undergraduate students enrolled in DE courses are subject to the traditional undergraduate student handbook for all non-course-specific policies and procedures.

## Academic Integrity

Plagiarism is theft— theft of someone else’s words or ideas. It is claiming another’s work as one’s own. This would also include the following:

- Using the words or work of a former or current student in this class
- Recycling previously submitted assignments from a previous course attempt
- Using outside literature support sites such as, but not limited to, SparkNotes, Enotes or Schmoop that provide literary analysis of the texts we read throughout the semester

Students found plagiarizing are subject to discipline. The standard response ranges from loss of credit for the plagiarized assignment to earning an immediate “F” for the course to being placed on disciplinary probation. We should be committed to conducting ourselves with integrity in all things. Please refer to the DE Student Handbook for more detailed information about UNW’s honesty and integrity policies.

In every course, students are required to view the Understanding Plagiarism video and complete the Understanding Plagiarism Quiz prior to completing any of the course content. These items are part of the course orientation.

## Academic Achievement

UNW students requesting academic accommodations in association with the Americans with Disabilities Act (ADA) are directed to notify [Disability Services](#) to begin the application process. Academic Achievement also provides the following: [Writing and Subject Tutoring](#), advocating, transitional skill building, [Academic Coaching](#) (organization, time management, test taking, etc.).

Contact Academic Achievement for more information: [AcademicAchievement@unwsp.edu](mailto:AcademicAchievement@unwsp.edu) • 651-628-3316 • N4012 (Revised 06/20)

## Support Services

Links to support services are available found in the Student Services section at the top of the course site.

## COURSE POLICIES AND INFORMATION

### Email and Announcements

Students are responsible to regularly check their Northwestern student email and the announcements in the course site in order to receive updates and information.

## Attendance

Students are expected to participate in all course activities. Students must contact the faculty member in advance or as soon as possible if unable to participate in all or part of the course activities for a given week because of a medical (which includes having to quarantine or isolate due to COVID-19 exposure or confirmed illness), family, or work-related emergency. Students should refer to their course syllabus and/or faculty member for specific requirements. Students who do not participate in course activities and fail to withdraw from the course will receive a failing "F" grade.

## Submission Standards

All written assignments should adhere to the following DE guidelines. Documents should be in the following format **unless directed differently by the syllabus or course instructor**:

- Submitted on the course site in Microsoft Word document format (.doc or .docx)
- Set in a traditional typeface 12-point font
- Double-spaced (unless the syllabus instructs otherwise)
- Set with one-inch margins
- Formatted in APA style for in-text citations and reference page (LIT1100 may ask for MLA documentation style)
- Labeled and submitted with the following information (APA papers require this information on a cover sheet, as detailed in A Pocket Style Manual): Student Name, Course Code and Title, Instructor Name, and Date.

## Critical Response to Alternate Viewpoints

When students are reading or viewing course materials, they may encounter viewpoints, words, or images that their instructors would not use or endorse. Students should know that materials are chosen for their value in learning to read, write, and view critically, not because the materials are necessarily Christian.

## ASSIGNMENTS

Submit all assignments by uploading them to the course site. Label each saved file with your user name (first and middle initial and last name) followed by an underscore (\_), then the name of the Assignment: e.g., jasmith\_Vitae

See the course site for complete details on the assignments.

## Quizzes

The *How Do Computers Work?* and *Computer Terminology* quizzes measure a basic understanding of computer terms and literacy. They are associated with activities within the weeks they are assigned. The Basic Computer Apps quiz at the end of the course measures knowledge about specific procedures covered in the course, and how well you retained basic terminology.

## Computer Survey and Update

Locate the hardware and system specifications on your personal computer. Answer survey questions about your computer's components.

Go to the computer manufacturer's website to update the system software and apply critical updates. Inventory the applications installed on your computer that are commonly used for college work. Share any difficulties or problems in the Computer Questions Forum.

## **Software Applications Spreadsheet**

Create a personal technology toolbox by identifying and recommending productivity applications. Share your recommendations on the class Wiki. Then, install standard recommended applications that will benefit productivity in your college and career. List all the installed applications on the Software Applications Spreadsheet.

## **Discussion Forums**

Students taking this course are expected to interact with their professor and other classmates through discussion forums. The topics will vary week to week, with some forums requiring more interaction than others.

## **Computer Application Tutorials**

Use the Internet to search for online tutorials which help you learn how to work with the computer applications in this course. You will describe your favorite tutorials for Word Processing, Spreadsheet and Presentation applications to others in the discussion forums.

## **Technology Toolbox Wiki**

Conduct research for "productivity" software applications that can be used in college courses. Start to develop a personal "technology toolbox" of computer applications that can be installed on a desktop, laptop, smartphone or tablet. Then contribute to the recommended software applications list on the class Wiki. Because there are so many good tools out there, it's exciting to know we can harness them for our benefit!

## **OneNote Assignment**

After becoming familiar with Microsoft Office 365, create and send a note using OneNote. The note will be about your experience in Basic Computer Applications so far and answer the questions: "What are the most interesting things you've learned?" and "What has been most challenging so far?" You will then save the OneNote to the cloud and share it with your professor.

## **Word Processing Documents**

These assignments provide ample opportunity to gain word processing skills.

### **My First Online Word Document**

This is a good starter Word document giving you practice following directions and entering and editing text. It is done in the cloud with Microsoft Office 365 and shared from OneDrive.

### **Organization Document**

Create a word processed document to describe your chosen organization. Add the website address, mission/purpose statement and organization's logo to the document. Apply text-wrapping around the logo.

### **Curriculum Vitae**

Word process a curriculum vitae using a table, header, footer and a numbered list. A curriculum vitae is a recounting of one's "life course." It is similar to a professional résumé but more descriptive.

## **Job Expenses Spreadsheet**

You are given \$1,000.00 to spend on career development/job searching expenses. Create an Excel spreadsheet to itemize and keep track of these expenses. Include expenses such as printing and mailing, employment locator agency fees, clothing for interviews, transportation and business lunches. Create a graph based on the data to display how the money is spent.

## **Autobiography**

Use PowerPoint to create an autobiography. Use this presentation to introduce yourself and your family to the class. The presentation should include at least six slides, descriptive text, clip-art or photos, background color and a hyper-link for your organization's website. Be sure to provide proper citation to the source for any Internet photos/clipart you include.

## **Online Portfolio**

Set up a free portfolio website using Google Sites. This is a professional website that stays with you throughout your college and career. It is used for showcasing accomplishments, documenting course work and displaying other pertinent information about you. It can be shared with college admissions or perspective employers. Use Google Sites template to build the pages and navigation structure. Then upload selected work samples from this course as a demonstration of your learning experience.

## **COURSE SCHEDULE**

### **Format**

Everything needed to successfully complete this course in fifteen weeks is explained on the course site. Each assignment has been designed to work together during each week. When studying, be sure to follow the suggested format explained for each lesson.

For this course, students will receive access to each week's work as the semester progresses. There will be due dates during the week, but most weekly assignments will be due by 11:59 p.m. on Friday. Please refer to the schedule for the due dates of assignments.

Generally, for college-level work, students should expect to have an average of 2.5 hours of homework per week.

The last official class day in Week 15 varies from semester to semester. Please refer to the Semester Calendar found in the Academic Information section at the top of the course site for the actual last day of class. All course work must be completed and submitted by that day.

### **Due Dates**

All written assignments (outlined below) are to be submitted on the course site by 11:59 p.m. CT on Sundays at the end of each week in which they are assigned, unless otherwise noted.

For any questions regarding these assignments, contact the instructor.

### **Orientation**

- Read the Getting Started Page
- Participate in the Introductions Forum
- View and Complete Understanding Plagiarism Presentation and Quiz
- Complete Student Responsibilities Exercise

## **Week 1—Understanding Computers**

- Interact with others on the Week 1 Discussion Forum: “Anatomy of a Computer” or “Understanding Computers”
- Complete the Week 1 Quiz: How Do Computers Work?

## **Week 2— Get to know your computer**

- Participate in the Week 2 Survey: Computer Inventory
- Interact with others in the Week 2 Discussion Forum: “My Computer”
- Complete the Week 2 Questionnaire: You & Your Computer

## **Week 3—Update your computer**

- Update your system software and apply critical updates
- Complete the Week 3 Quiz: Computer Terminology
- Create a document to inventory your computer's applications
- Download a copy of the Software Applications Template
- Submit Week 3 Assignment: Software Applications (Part 1)

## **Week 4—Creating a Technology Toolbox**

- Research and contribute to the Week 4 Wiki: Technology Tools
- Download and install college & career productivity computer applications
- Submit Week 4 Assignment: Software Applications Spreadsheet (Parts 2 and 3)

## **Week 5—Setup Microsoft Office 365**

- Download and setup Microsoft Office 365 cloud-based applications
- Read and view tutorials for using Office 365
- View webinars on using Office 365 in college (optional)
- Practice creating, saving, and sharing documents and notes
- Submit Week 5 Assignment: OneNote
- Submit Week 5 Assignment: My First Online Word Document

## **Week 6—Create an Organization Document**

- Participate in the Week 6 Discussion Forum: Word Processing Tutorials
- Submit Week 6 Assignment: Organization Document

## **Week 7 & 8—Create a Curriculum Vitae**

- Download Curriculum Vitae Directions
- Submit Week 8 Assignment: Curriculum Vitae

## **Week 9 & 10—Work with Microsoft Excel**

- Participate in the Week 9 Discussion Forum: Spreadsheet Tutorial
- Download Job Expense Spreadsheet Directions
- Submit Week 10 Assignment: Expense Spreadsheet

## **Week 11 & 12—Work with Microsoft PowerPoint**

- Participate in the Week 11 Discussion Forum: Multimedia Tutorial
- Download Autobiography Directions
- Submit Week 12 Assignment: Autobiography
- Share your Autobiography with the class (optional)



## **Week 13 & 14—Build an Online Portfolio**

- View tutorials for using Google Sites
- Set up a Google/Gmail account and create a personal Google Site
- Download Online Portfolio Directions
- Submit Week 14 Assignment: Online Portfolio

## **Week 15—Wrap Up**

*The final week varies in length based on the semester. Please refer to the Semester Calendars found in the Academic Information section at the top of the course site for details.*

- Complete Week 15 Quiz: Basic Computer Apps
- Complete and submit any assignments that need to be fixed or finished
- Review Syllabus and Course Announcements for requirements and grading policies
- Review grades on the course site and communicate with your professor if you have questions
- Complete the Course Evaluation Survey when it comes from the DE office.
- Celebrate your accomplishments!