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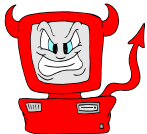
PRINT YOUR ENTIRE NAME IN THIS BOX.



INTRODUCTION TO MICROCOMPUTERS: BUSW 105

TEXTS:	<i>MICROSOFT, Windows⁷</i>	by Shelly, Freund & Enger	ISBN 978-1-4390-8107-5
	<i>MICROSOFT, Word 2010</i>	by Jennifer Duffy	ISBN 978-0-538-74822-3
	<i>MICROSOFT, Excel 2010</i>	by Elizabeth Reding	ISBN 978-0-538-74928-2
	<i>MICROSOFT, PowerPoint 2010</i>	by David Beskeen	ISBN 978-0-538-74830-8

SUPPLIES	One USB memory stick (flash drive) (a second drive is useful for backups)
STUDENT LEARNING OUTCOMES	Students will be able to use the <i>WINDOWS operating system</i> ; create, format and enhance documents, make corrections, edit and proofread documents in <i>WORD</i> ; create and use spreadsheets, use formulas and functions to develop spreadsheets, and create and understand basic charts and graphs created in <i>EXCEL</i> ; and create basic presentations in <i>POWERPOINT</i>
REQUIREMENTS	<p>MANDATORY Class Attendance –more than 4 absences may result in a No Credit (NC) grade.</p> <p>You will be expected to have the course books. We do not provide them in the classroom. You may share books with another student. There is a set of books at the library reserved desk.</p> <p>Completion of all tests, in-class and graded assignments.</p> <p>*LAB HOURS as necessary to complete assignments on schedule</p>
EVALUATIONS	This is a Pass/No Pass or a GRADED class. Declare your intention early. (See my website http://www.smccd.edu/accounts/dorsett). Work not completed in class must be completed on your own time, in the lab or at home.



INCLUDE YOUR NAME; THE DATE; BUSW 105, THE BOOK (WINDOWS, EXCEL, WORD, or POWERPOINT), THE UNIT (A or B), THE GRADED ASSIGNMENT INFORMATION, AND THE INSTRUCTOR'S NAME ON ALL PAPERS

NOTES: It is the student's responsibility to officially drop the course by the appropriate deadline through CSM Admissions and Records or WebSmart if unable to complete the course, otherwise a No Pass grade will be reported.

FIRST DAY: WHAT DO YOU DO???

COPYING LESSON (DATA) FILES:

CLICK means click on the left mouse button. **RIGHT-CLICK** means click on the right button.

1. With your USB DEVICE in Drive J: (Double click the Data Files icon on the desktop.
2. Right-click on **BUSW105** folder.
3. Click on **SEND TO** in the drop-down menu.
4. Click on the **USB drive (J:)** drive
5. Your USB device will now contain all the data files used by your BUSW 105 books.
6. You may use your USB device to copy the data files onto your home computer. See the instructions below.

TO COPY STUDENT DATA FILES TO HOME COMPUTERS

CLICK means click on the left mouse button. **RIGHT-CLICK** means click on the right button.

1. **Plug in your USB device that contains the BUSW 105 folder you copied in class.**
2. **Start Windows Explorer (Keyboard Shortcut: Hold down Windows Key and press E).**
3. **In Left Pane of Explorer Window:** Make sure the USB Drive is expanded (click the + sign in front of the folder name to expand the folder) to show all the folders on your USB device and then Click (left mouse button) on the USB device to make the BUSW 105 folder appear in the right pane.
4. **In Left Pane of Explorer Window: Scroll up so that you can see where you would like to copy the BUSW 105 folder to on your hard drive (Desktop or My Documents – your choice)**
5. **In Right Pane of Explorer Window: Holding down the Right Mouse button on the BUSW 105 folder,** drag the BUSW105 folder to the Left Pane. When Desktop or My Documents folder is highlighted, release the right mouse button and choose COPY on the menu that appears.
6. Files should then begin copying to your BUSW105 folder on Drive C



College of San Mateo
Business and Technology

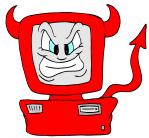
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BUSW 105 INTRODUCTION TO MICROCOMPUTERS

MICROSOFT, Windows⁷ by Shelly, Freund & Enger

DATE	UNIT	SUBJECT	HOMEWORK	GRADED ASSIGNMENTS	(TO BE CHECKED OFF)
Weeks 1 & 2		Microsoft Windows: Getting Started with Windows ⁷	<u>Orientation.</u> Book <u>Lecture.</u> <u>Read & Do:</u> Pgs. 1-65 You will be expected to go through all the pages, experiencing (meaning doing the keystrokes and mouse movements) all aspects covered.	On WIN66, follow instructions in Learn It Online for the Practice Test and to do the Flash Cards. You only have to do 20 Flash Cards but you must get 17 correct. You have to get 17 correct on the Practice Test. The multiple choice, true/false and short answer handouts will be hand graded. If you miss any, you will have to find the correct answer and the page on which the correct answer appears in the book and resubmit for grading.	Flash Cards _____ Practice Test _____ Multiple Ch _____ Short Ans _____ True/False _____



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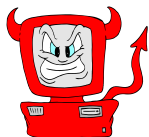
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BUSW 105 INTRODUCTION TO MICROCOMPUTERS

MICROSOFT, Excel

by Elizabeth Reding

DATE	UNIT	SUBJECT	HOMEWORK	GRADED ASSIGNMENTS	(TO BE CHECKED OFF)
Week 3	Preface	Read This Before You Begin	READ OFFICE 1 THRU OFFICE 15	Concepts Review: (Office 16) (DO IN YOUR BOOK or photocopy the pages) DO NOT DO THE INDEPENDENT CHALLENGE 1	_____
Week 3	A	GETTING STARTED WITH EXCEL 2010	READ & DO: All exercises in Unit A Pages: Excel 1 thru Excel 17 In order to do the Payroll Calculator which you will print out, you have to do <u>ALL</u> of the activities on the above pages Visual Workshop will require <u>2 pages</u> of printout. Read the instructions.	Print: Trip Advisor Payroll Calculator (p. Excel 17) Fig. A-17 Concepts Review: (Pgs. Excel 18-19) (DO IN YOUR BOOK or photocopy the pages) Skills Review: # 1-8 Print # 1, 3a, 3b, & 8d (on pgs. Excel 19-20) VISUAL WORKSHOP: Excel 24 Fig. A-25	_____
Week 4	B	WORKING WITH FORMULAS AND FUNCTIONS	READ & DO: All exercises in Unit B Pages: Excel 25 thru Excel 41	Print Excel 40 (Fig. B20) Print display of formulae for Fig. B20. (See the bottom of page Excel 16.) Concepts Review: (pages Excel 42 – 43) (DO IN YOUR BOOK or photocopy the pages) VISUAL WORKSHOP: Excel 50	_____



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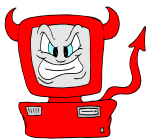
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BUSW 105 INTRODUCTION TO MICROCOMPUTERS

MICROSOFT, Word by Jennifer Duffy

DATE	UNIT	SUBJECT	HOMEWORK	GRADED ASSIGNMENTS	(TO BE CHECKED OFF)
Week 5	Preface A	Getting Started With Microsoft Office 2010	READ pages xii thru xv READ & DO: All exercises in Unit A Pgs. Word 1 thru Word 17	Don't skip the Preface. Important material!!! Memorandum (Word 13) Print Win Fax (Word 17) Concepts Review: (Word 18-19) (DO IN YOUR BOOK_or photocopy the pages) Visual Workshop: Word 24	_____ _____ _____ _____
Week 6	B	Creating Documents with Word 2010	READ & DO: Word 25 thru 41	Quest Specialty Travel PR Public Press Release Fig. B-16 (Word 41) Concepts Review: (Word 42-43) (DO IN YOUR BOOK_or photocopy the pages) Skills Review (Word 43 & 44) Print WAOS 2011 PR Public	_____ _____ _____



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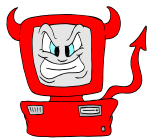
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BUSW 105 INTRODUCTION TO MICROCOMPUTERS

MICROSOFT, PowerPoint

by David W. Beskeen

DATE	UNIT	SUBJECT	HOMEWORK	GRADED ASSIGNMENTS	(TO BE CHECKED OFF)
Week 7	A	CREATING A PRESENTATION IN POWERPOINT 2010	READ & DO: All exercises in Unit A (PowerPoint 1 thru PowerPoint 17) re	Special Summer Adventure Tour Series PowerPoint 16 , #4, & #6 Concepts Review: PowerPoint 18-19 (DO IN BOOK_or photocopy the pages) Skills Review: PowerPoint 19-20 #1 thru 6 Visual Workshop: PowerPoint 24	_____ _____ _____ _____
Week 8	B	MODIFYING A PRESENTATION	READ & DO: All exercises in Unit B {PowerPoint 25 thru PowerPoint 41)	PowerPoint 40 , Printout as in #7. Concepts Review: PowerPoint 42-43 (DO IN BOOK_or photocopy the pages)	_____ _____



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Academic Policies

Attendance Regulations

Students are required to attend the first class meeting of each class in which they register. If they cannot attend, they should notify the instructor in advance. Without prior notification, they may be dropped by the instructor and a waiting student admitted in their place.

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. **When repeated absences place a student's success in jeopardy, the instructor may drop the student from class.**

In all cases it is the instructor's prerogative to determine when absences are excessive. An instructor has the right to drop a student from class when such absences jeopardize the student's opportunity to successfully complete the class work or to benefit from the instruction.

Absence means non-attendance and includes non-attendance for illness or personal emergency. Absences due to a student's participation in a school-sponsored activity are to be considered as excused absences, but it is the student's responsibility to notify the instructor in advance of the absence, and the student is responsible for all work missed. It is noted again that it is the instructor's prerogative to determine when such absences are excessive.

Extended Absence

Students who will be absent from any class or classes for one week or longer for any health reason should request notification to instructors by the [Student Health Center](#).

Student who will be absent from any class or classes for one week or longer for other personal emergencies should request notification to instructors by the Dean of Counseling, Advising and Matriculation.

If a medical or personal emergency requires absence of more than one week, the student should consult with his/her instructors and counselor / advisor regarding the advisability of continuing in classes.

Student Conduct

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens, and in a manner compatible with the District and College function as an educational institution.

Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District.

For more information on prohibited actions, please refer to the Student Conduct section in College of San Mateo's Academic Catalog.

Disrespectful, disruptive and/or dishonest behavior will not be tolerated, will result in removal from one or more class sessions and may result in disciplinary action.

Immediate Disciplinary Actions:

1. Warning – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
2. Temporary Exclusion – a faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the next class session.

If you are removed from a class session, it will count as an absence for that class session.

Plagiarism

Plagiarism occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgement, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own.

Any assignment found to be plagiarized will be given an “F” grade. **There is Zero Tolerance for plagiarism and cheating.** All instances of plagiarism will be reported for possible further discipline.

Smoking Policy

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking will be limited to parking lots only. There is no smoking on the campus itself.

Repeatability Policy

A student who has received a grade of D, F or NC/NP in a course taken in the San Mateo County Community College District may repeat the course up to **two times** for purposes of grade alleviation. If the student receives a grade of D, F or NC/NP after the third try, they will not be allowed to retake the course without special permission.

Repeating a course for grade alleviation will not erase the original grade(s) from your transcript.

Sexual Harassment Policy

It is the policy of the San Mateo County Community College District and the College of San Mateo to provide an educational and work environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. **The District promotes zero tolerance for behaviors which constitute sexual harassment in its educational and workplace environment for both employees and non-employees.**

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice President of Student Services in the Administration Building, Room 275; (650) 574-6118.

For more information, please refer to the College Policies section in College of San Mateo's Academic Catalog.

Student Support Services

Students with learning disabilities should contact the Learning Disabilities Assessment Center to be evaluated and documented. Students who need testing accommodations (e.g., extra time on tests) must have current documentation on file with the Learning Disabilities Assessment Center. This documentation must be given to the Fire Technology office prior to the first test. Testing accommodations will not be given without the proper documentation.

The **Learning Disabilities Assessment Center** offers students with possible learning disabilities individual educational assessment, support services and assistance with educational planning. Students who suspect or know they have a learning disability can contact the staff to schedule an appointment. Diagnostic testing may be administered to develop an educational plan for academic success. Support services may include tutoring, study skills, test taking assistance, books on tape and liaison with instructors and counselors. The Learning Disabilities Assessment Center is located in Building 16, Room 150, (650) 574-6433

The **Disability Resource Center** provides counseling, note taking, reader service, special parking permits, assistance with classroom access, orientation to the campus, test accommodations, and referral to campus resources. For more information contact the Disability Resource Center in Building 16, Room 150 or (650) 574-6438 (voice) or (650) 358-6803 (TTY)

The **Assistive Technology Center** offers assistance with computer access on campus and specialized training in the use of hardware and software appropriate to a particular student's disability. The Center also provides alternate media services to students, faculty and staff who need their course materials in different formats such as electronic text, Braille, and large print. The Assistive Technology Center is located in Building 16, Room 151, (650) 574-6432.

The **Transition to College Program** provides educational support for students with psychological disabilities. The program offers disability-related counseling, academic advising, special emphasis classes, peer support groups and liaison with community providers. Contact the Transition to College Program at (650) 574-6487 or (650) 574-6642.

Adapted Physical Education classes are designed to help improve a student's level of physical fitness. Based on an individual assessment, a program is developed to fit the student's special needs. Further information is available from Shana Kudo (650) 378-7219, Adapted P.E., Building 8, Room 109A

For more information regarding Academic Policies and Student Services Resources, including the Student Handbook, please refer to the College of San Mateo Academic Catalog.