

The Salvation Army College for Officer Training at Crestmont
Fall Qtr 2011
BU059: Introduction to the computer
No Credits

COURSE SYLLABUS

Instructor(s) Information:

Jaime Ramirez, MBA

Robert Smith Jr.

Captain Saul Doria, AA

Phone: 213-607-7326 *Office*; 213-792-9985 *Cellular*

Email address: robert.smith.jr@usw.salvationarmy.org

Office Location: *Building B, 1st Floor, IT Department*

Cadets are encouraged to contact the instructor(s) for individual instruction and assistance of any kind by appointment.

The Cadet's Rule:

Cadets are expected to conduct themselves, at all times, as Christians and Officers-In-Training.

Course Description:

This course is an introduction to computer information systems. The course will provide an introduction to the concepts, theory, methodology, and terminology of computers and their role in society, as well as in the work of the Salvation Army. The course will provide introductory training in the use of Windows 7 and Microsoft Office 2010.

Course Objectives:

Upon successful completion of this course,

Cadets will have gained sufficient proficiency in the Windows operating system and MS Office software to produce a variety of business files.

Cadets will be able to create MS Word Documents, PowerPoint Presentations and an Excel Spreadsheet.

Cadets will also understand the role of information systems in The Salvation Army as well as being exposed to additional productivity programs available for use in the Salvation Army.

Cadets will understand the role of information systems within the multi-culturally diverse Salvation Army and be able to present programs that reflect this diversity.

Student Learning Outcomes:

At the end of this class,

Cadets will have an understanding of how MS Windows 7 works; use programs, file management, etc.

Cadets will be able to create MS Word 2010 documents and tables.

Cadets will be able to create MS PowerPoint 2010 presentations that could include text, graphics, charts, movies, and sound.

Cadets will be able to create a MS Excel Spreadsheet with formulas and formatting.

Method of Instruction:

Lecture, discussion, recorded webinars, out of class assignments, presentations.

Textbooks and other required supplies:

Microsoft Office 2010 – Illustrated Brief
Beskeen/Cram/Duffy/Friedrichsen/Reding
Thomson Learning
ISBN-13: 978-0-538-74715-8
ISBN-10: 0-538-74715-3

Course Requirements:

Cadets are required to attend the classes.

Assignments:

- Individual
- 2 Word Documents
- 1 PowerPoint Spreadsheet
- 1 Excel Spreadsheet
- 1 Group Project

Course Grading:

Quiz 1	15
Homework 1	10
Homework 2	10
Homework 3	10
Homework 4	10
Participation	10
Final	20
<u>Group Presentation 1</u>	<u>15</u>
Points	100

Course Writing Standard:

All formal required writing assignments will:

- Address the topic given and cover it fully.
- Be written in a clear, concise academic voice.
- Use and cite sources appropriately using MLA format.
- Follow accepted norms of written submission including spelling, grammar and syntax.
- Show critical thinking.
- Use Times New Roman, 12 point font, double-spaced with 1 inch margins.

Policy on Late Work:

If any assignment is late, 5% will be deducted for each day it is late to the maximum allowed in the Crestmont College catalog. Any time after that is considered one day late – up to a maximum of 4 late penalty days allowed. Due to the use of *Turnitin* – you must give a time the assignment is due – as well as the date.

Policy on Academic Dishonesty:

All **formal writing assignments** -e.g. essays or papers in the course **need to be submitted to Turnitin**; at the discretion of the instructor more **informal writing assignments** -e.g. short answer, outlines, personal reflections (non-essay, in-class essays, charts, graphs, maps, exercises, or draft, etc.) **do not need to be submitted to Turnitin**. Clarification of this approach will be referenced by the instructor and the College in the syllabus.

Plagiarism or academic dishonesty of any kind will not be tolerated and if detected, will result in a “0” for the assignment/test/project grade, a report to the Director of Curriculum and further disciplinary action may be taken. If academic dishonesty is found to be a repeated offense, a “0” will be given for the final course grade.

Policy on Absences:

Timely attendance at all scheduled college activities is expected as the entire educational program is planned for the developing of the cadet into an officer. Any absence or tardiness diminishes the learning experience for the cadet and the group. **Cadets are expected to attend all class sessions.** For details, refer to the CFOT Catalog.

Any absences should be reported to Ms. Rosario Burdette in the Personnel Department by **8:00 A.M.**

The maximum number of absences is 2. After the maximum number of absences, cadets may be required to do additional work to pass the course.

Computer Use in Class

Computers are allowed to be used in class for educational purposes only. The use of conducting personal business such as emails, instant messaging, shopping online, doing homework for other classes, and conducting any unauthorized online research, is not permitted. ***There is a zero tolerance policy regarding this.*** Violators of this policy will lose the privilege of using computers during class time.

Application to Field Work:

Cadets will get familiarity with Windows 7 & MS Office 2010 which is used in the Western Territory of the Salvation Army.

CFOT Grading Standard:

The grading standard will be as follows:

- A 93-100%, for exceptional work that has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative.
- A- 90-92%, for excellent work that well exceeds the basic requirements and expectations of the instructor.
- B+ 88-89%, for performance at a higher level, showing consistent and effective achievement in meeting course requirements.
- B 82-87%, for quality work that exceeds the basic requirements and expectations of the instructor.
- B- 80-81%, for adequate work that meets the basic requirements and expectations of the instructor.
- C 70-79%, to those who do adequate work but do not meet all the expectations of the instructor.
- D 60-69%, where performance of the student has been less than adequate, meeting only the minimum course requirements.
- F 59%, and below, would be given if the performance of the student has been such that minimal course requirements have not been meet.

Class Calendar:

Listing of all classes, topics, assignment due - listed by class date

This section will probably be a page unto itself.

Please look at the Academic Calendar for special events/other requirements on the calendar when scheduling exam/major project due dates.

Caveat:

The preceding procedures and class schedule are subject to change in the event of extenuating circumstances with the approval of the Director of Curriculum

Affidavit: (optional)

My signature below indicates that I have read and understand this syllabus and have been given a copy of my own to keep.

Cadet Signature

Date

BU059 - Schedule

	Day	Date	Time	Description
1	Mon	8/29/2011	3:10 - 4:05	Intro and Windows 7
2	Fri	9/9/2011	3:10 - 4:05	MS Word 2010
3	Mon	9/12/2011	3:10 - 4:05	MS Word 2010
4	Mon	9/19/2011	3:10 - 4:05	MS Word 2010
5	Mon	9/26/2011	3:10 - 4:05	Quiz
6	Mon	10/3/2011	3:10 - 4:05	MS PowerPoint 2010 & Project Prep
7	Mon	10/10/2011	3:10 - 4:05	MS PowerPoint 2010
8	Tue	10/18/2011	2:10 - 3:05	MS PowerPoint 2010
9	Mon	10/24/2011	3:10 - 4:05	MS PowerPoint 2010
10	Mon	10/31/2011	3:10 - 4:05	MS Excel 2010
11	Mon	11/7/2011	3:10 - 4:05	MS Excel 2010
12	Mon	11/14/2011	3:10 - 4:05	Final