

MONMOUTH UNIVERSITY
SCHOOL OF SCIENCE, TECHNOLOGY AND ENGINEERING
Software Engineering Department

COURSE SYLLABUS AND COURSE OUTLINE

Course Name: Information Technology
Course Code: IT 100-A50
Course Instructor: Dr. Jiacum Wang
Classroom: HH 526

**Please contact Prof. Maureen Paparella in regard to questions or concerns that relate to this course, credit by examination, or the Information Technology Minor Program at mpaparel@monmouth.edu*

IT Website: <http://www.monmouth.edu/infotech>

Date Prepared: May, 2008

COURSE DESCRIPTION: Introduction to computer-based information management that provides an integrated approach to personal computer software in a windows environment. This includes fundamental computer literacy; operating systems, word processing, spreadsheet, database, presentation graphics, and electronic communication applications; computer and network security; troubleshooting; information retrieval from the Internet and on-line library resources; intranet and extranet systems, enterprise resource systems; and the ethical and societal implications of computer technology. Hands-on experience with a microcomputer on a networked system is provided.

COURSE GOALS:

- Provide students an understanding of how information systems support the requirements of organizations.
- Present students with the proper procedures to conduct research, communicate electronically, and create documents, electronic workbooks, databases and presentations, suitable for professional purposes.
- Prepare students to promote a secure use of technology resources.
- Prepare students to stay abreast of current and emerging technologies related to office productivity, electronic research, computer security, teaching and learning, ecommerce, enterprise resource systems, and cultural, social, legal and ethical considerations.
- Prepare students to become technically literate resource persons who are responsible for assisting computer professionals in ascertaining the computer needs of organizations.
- Prepare students to utilize problem-solving skills within a systems framework.

COURSE OBJECTIVES:

- Students will be prepared to utilize technology required in course work of all disciplines.
- Students will be prepared to use current technology concepts and skills necessary to meet their career objectives.
- Students will be able to use computer hardware and software to access information, manage information, apply security procedures, communicate electronically and troubleshoot.

- Students will demonstrate problem solving skills within a systems framework.
- Students will demonstrate depth and breadth of understanding by meeting a variety of performance criteria established by the department in the areas of computer concepts, ethical models for decision-making, word processing, electronic spreadsheets, database management, electronic and library research, electronic presentations and security.

INSTRUCTOR CONTACT:

E-MAIL ADDRESS: **jwang@monmouth.edu**
 OFFICE HOURS: **Monday, Tuesday, Thursday, 6:00-6:45 p.m.**
 OFFICE LOCATION: **Howard Hall, Room B-12**
 VOICEMAIL: **(732) 571-4449**
 CLASS HOURS: **Monday, Tuesday, Thursday, 6:45-10:00 p.m.**

- ❖ Instructor response may be expected within 8 business hours from receipt of message. Business hours are from 9:00 a.m. to 5:00 p.m. when classes are in session. For example, a message sent on Friday at 3:00 p.m. may not receive a response until Tuesday at 3:00 p.m.
- ❖ Instructor extranet bulletin board response will take place within 5 hours of the designated class meeting.

Classes begin: Wednesday, May 21, 2008

Mid-Term Grades: Monday, June 9, 2008 (Dr. Wang will provide mid assessment results via email).

Last day to Withdraw with a “W” grade: Thursday, June 5, 2008

Recess: No classes are scheduled on Monday, May 26th in honor of Memorial Day

Last Day of Classes: Tuesday, June 17th, 2008

Final Exam Date for IT 100: Tuesday, June 17th, 2008

One class session will take place at the Monmouth University Library. Students will meet in the Library computer lab located at the basement level of the library at the usual class time on Thursday, May 29, 2008.

TEXTBOOKS REQUIRED:

Bundle ISBN: 1428390707

Bundle Includes:

<u>Title</u>	<u>Component ISBN</u>
<i>SECURITY AWARENESS: APPLYING PRACTICAL SECURITY- 2E</i>	1418809691
Mark Ciampa	
<i>MICROSOFT OFFICE 2007 INTRO CONCEPTS & TECHNIQUES Windows XP EDITION</i>	141884327X
Shelly/Cashman/Vermaat	
<i>Current Topics in Technology</i>	1423912446
Paparella/Simko	
<i>SAM 2007 ASSESSMENT & TRAINING V2.0</i>	1423913469

Books must be brought to each class meeting. Books may not be shared in class.

TEXTBOOK RECOMMENDED:

DISCOVERING COMPUTERS 2008: A GATEWAY TO INFORMATION- BRIEF

1423912039

Shelly/Cashman/Vermaat

*Students may purchase the textbooks required at the campus bookstore (See <http://mubookstore.monmouth.edu>) or may utilize the campus bulletin board for book swaps at <http://bb.monmouth.edu/> , listed under *Classified* under the third section. The recommended textbook may be purchased directly from the publisher at <http://course.cengage.com/catalog/titlelist.cfm?category=Computer%20Concepts&subcategory=Computer%20Concepts>

SUPPLIES REQUIRED:

Students must bring a secondary storage device to class. This may consist of a USB flash drive (Jump Drive) or iPOD.

SPECIAL ACCOMMODATIONS:

Students with disabilities who need special accommodations for this class are encouraged to meet with the instructor or the appropriate disability service provider on campus as soon as possible. In order to receive accommodations, students must be registered with the appropriate disability service provider on campus as set forth in the student handbook and must follow the University procedure for self-disclosure, which is stated in the University Guide to Services and Accommodations for Students with Disabilities. Students will not be afforded any special accommodations for academic work completed prior to disclosure of the disability. Students will not be afforded any special accommodations for academic work completed prior to the completion of the documentation process with the appropriate disability service provider.

MEWS REPORTS:

The Monmouth University Early Warning System is intended to assist the student who is experiencing academic difficulty and channel to the proper referral on campus. Two reports are generated per semester. Scheduled appointments are made for students with their advisors.

METHOD OF EVALUATION:

- Assignments, class participation, unannounced quizzes and Microsoft Office cases (20%).
- Class examinations (60%)
- A final exam (20%). Final exams will include hands-on testing.

Assignments

In order to meet the objectives of this course, it is necessary for students to complete a minimum of two hours of assignment work outside of class for every hour in class. For a class scheduled to meet 2.5 hours per week, a student should expect to work a minimum of five hours outside of class per week. Late assignments are never given full credit. Assignments must be completed by computer application software used in this course and must be saved electronically on the M drive and backed up by flash drive. All

assignments must be submitted electronically to the designated extranet dropbox located at ecampus.monmouth.edu.

If it appears that the specific dropbox is not functional, please contact your instructor via email immediately. Dropboxes will be closed at designated dates and times. Late assignments should be uploaded to the late dropbox provided. Students will not receive full credit for late assignments.

Monday, Tuesday and Thursday Assignments:

Students must read and summarize an article, acquired with copyright permission, usually from a popular media source, and reprinted in the *Current Topics* textbook. Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions. In addition, students must respond to specific discussion questions and research directives as assigned by the instructor from the *Current Topics* textbook.

Attendance

Attendance in class is required. If a student must miss class due to an emergency, the student should refer to the instructor notes via e-mail or the course management system. The course grade will be reduced by 3 points the first unexcused absence, due to the four week summer intense schedule. Each additional absence will reduce the course grade by three additional points.

In order for an absence to be considered excused, written documentation must be provided within two weeks of the student's return to class, and for absences during the last four class sessions, no later than the final class session prior to the final exam. Examples of such documentation include a physician's note or a court order. A medical excuse from our campus Health Services Office is only provided when a licensed health clinician has evaluated the student and deemed the student too ill to attend classes.

Religious Holidays

Because of the time constraints imposed by the University's Academic Calendar, it is necessary to schedule classes on several religious holidays, including Easter, Good Friday, Yom Kippur and Rosh Hashanah. Students who intend to observe a holiday should inform the faculty member to make up any work missed during that class period.

When the University is closed due to an emergency, such as inclement weather, students are responsible to attend classes through asynchronous electronic communication, such as electronic mail or extranet discussion boards. Students should check their electronic mail and extranet accounts for directives from the instructor.

Class Participation:

Students are expected to utilize the computer provided to them during the class session at the direction of the instructor. Students are not permitted to use the computer to accept and send personal email, work on other assignments, or to utilize the computer in a capacity other than which the student has been directed. Such use during class time has proven to be distracting to other students. In the event a student is found to be in violation of this policy, the instructor will reduce the final grade by 1 point for each occurrence. In addition, at the discretion of the instructor, the student may be dismissed from the class session. Cellular phones, pagers, and similar devices must be set at vibrate (for emergency notifications) while in the classroom and laboratory facilities.

Class Examinations, Final Exam, and Makeup Grade Policy:

Following six class examinations, a **cumulative** final exam is provided. Since final exams are always cumulative, makeup exams are not necessary. A makeup exam grade for an excused absence is determined

by including the section of the cumulative final exam that pertains to the exam missed, as a separate grade. For example, if a student has an excused absence and has missed a word processing exam, the portion of the final exam dedicated to word processing will be counted as a separate grade. These provisions are not applicable to examinations missed due to an unexcused absence.

LABORATORY ACCOMMODATIONS:

Room 500 in Howard Hall and Room 101A in Bey Hall are available **24 hours**, seven days a week, for students to complete homework assignments. Computers are also available in the Student Center on the second floor in Anacon Hall from Monday to Thursday from 7:30am - 1:00am, Friday from 7:30am - Midnight, Saturday from 10:00am - Midnight, and Sunday from Noon - 1:00 am.

Classroom labs, located in Howard Hall in room 503, 523 and 526, are also available to students when classes are not in session from Monday through Friday, 8:30 am to 11 pm, on Saturdays from 8 am until 4 pm, and Sundays from 4 pm until midnight. A list of class schedules for each classroom lab will be posted outside each room.

Electronic Mail

To **ACTIVATE** your Monmouth University WEBstudent and Webmail accounts, call 732-923-4600. Enter your Student ID and the requested information as specified in the recorded message. You will be issued a seven digit password.

To **CHANGE** your password to one you can more easily remember, visit the '**How To Change Your Password**' webpage at <https://its.monmouth.edu/bluehawk>. Please do not share your password with anyone. The password you choose will automatically become your password for all Monmouth University accounts, including the ecampus account and the WebAdvisor account.

Students will use the email system, Squirrel Mail, to access their Hawkmail account. To access Squirrel Mail, access the Internet and type <http://webmail.monmouth.edu> as the URL. Students may view an instructional presentation on Squirrel Mail at <http://bluehawk.monmouth.edu/infotech/it100classnotes.html>

Saving and Retrieving Files

When utilizing laboratory computers, files may be saved to the student network space (M drive), in which 110 megabytes of network space is provided. Even with network space available, students are cautioned to create a back up copy of all important files to a secondary storage device such as a USB flash drive or iPOD. A universal serial port extension cord is available for this purpose on all computers in classroom labs. Several universal serial ports are also available on the left side of most monitors, the back side of most keyboards and the front of most desktop computers.

Students may access files remotely from their network space (M drive) by accessing the Internet. Enter the following:

ftp://zorak.monmouth.edu at the URL. In the Username field enter: hawkdom2\s0123456. Your password is your Hawkmail password.

HELP DESK:

Please contact the help desk located at the basement level of Howard Hall, Room A-8, if you have any problems with your computer account, or to report any problems with computers in any of the labs on campus. Students must be prepared to present their Monmouth University ID cards when seeking assistance. Helpdesk operators may also be reached by telephone at (732) 571-3539 or by email at helpdesk@monmouth.edu. The help desk is open from 8:45 am until 7:30 pm.

In addition, there is an additional help desk staffed by students located in HH500 (open computer lab) at the basement level of Howard Hall. This desk is staffed at all times with personnel to assist you should you encounter any problems while using a university computer.

INFORMATION TECHNOLOGY TUTORING LAB:

An instructor will be available to students who desire additional assistance in meeting learning objectives. Please contact the Director of the Information Technology program, Professor Maureen Paparella, at mpaparel@monmouth.edu, and copy to Janet Dustman at jdustman@monmouth.edu if an appointment is desired.

ACADEMIC HONESTY:

Monmouth University encourages students to grow intellectually as well as to become responsible citizens in our complex society. In order to develop their new skills and talents, students are asked to do research, perform experiments, write research papers, work individually and cooperate in team activities. Academic dishonesty subverts the University's mission and undermines the student's intellectual growth. Therefore, Monmouth University will not tolerate violations of the code of academic honesty. Academic dishonesty is the giving, taking or presentation of information or material by a student with the intent of unethically or fraudulently aiding oneself or another on any work that is to be considered in the determination of a grade or the completion of academic requirements.

A student shall be in violation of the prohibition on academic dishonesty if he or she:

1. Represents the work of others as his or her own.
2. Gives assistance to another individual in a situation in which that the individual is expected to perform individually.
3. Offers false data in support of laboratory work.

The act of submitting work for evaluation or to meet a requirement is regarded as assurance that the work is the result of the student's own thought and study, produced without assistance and stated in that student's own words, except where quotation marks, references, or footnotes acknowledge the use of other sources. Students who are in doubt regarding any matter related to the standards of academic integrity in this course should consult with the instructor before presenting work.

INFORMATION TECHNOLOGY - IT 100 - TOPICS TO BE PRESENTED

Your instructor will advise you at each class session as to the sequence of lecture components and the implementation of each of the session assignments.

Assignments must be completed by computer application software used in this course and must be saved electronically on the M drive and backed up by flash drive. All homework should then be submitted electronically to the electronic dropbox folder that will be designated for that assignment by your instructor on e-campus at www.ecampus.monmouth.edu. If it appears that the specific dropbox is not functional, please contact your instructor via email immediately. Dropboxes will be closed at designated dates and times. Late assignments should be uploaded to the late dropbox provided. Students will not receive full credit for late assignments.

*An asterisk is placed at the suggested reinforcement activity that utilizes the recommended textbook.

TOPIC 1: Review of Syllabus/Introduction to Email

Lecture: Enter email accounts via default passwords

Instructions to utilize the *Discovering Computers* electronic book (see URLs below) for completion of homework: Open the *Discovering Computers 2008* textbook. Enter **dc2008** as the login and password.

Lab: Students will copy text using the short-cut menu (right-click) from the Internet to a Word document.

*Students will email a Word attachment.

Suggested Reinforcement:

- *READ Chapters 1, *Discovering Computers 2008*.
- READ the Chapter Review at <http://oc.course.com/sc/dc2008/index.cfm?action=review&chapter=1>
- SCROLL through the list of terms under the KEY TERMS link at <http://oc.course.com/sc/dc2008/index.cfm?action=terms&chapter=1>

TOPIC 2: Societal, Legal and Ethical Implications of Technology

Lecture: Discussion of selected case among current topics in technology; the Golden Rule and other decision-making strategies.

Lab: Use decision-making strategies to draw conclusions regarding selected case.

Suggested Reinforcement:

- Read the Chapter Review at <http://oc.course.com/sc/dc2008/index.cfm?action=review&chapter=11>;
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 3: Computer Fundamentals

Lecture: The System Unit

Lab: Locate components of the system unit, defrag the computer, delete temporary internet files and cookies.

- *READ Chapter 4, *Discovering Computers 2008*.
- READ the Chapter Review at: <http://oc.course.com/sc/dc2008/index.cfm?action=review&chapter=4>
- SCROLL through the list of terms under the KEY TERMS link at <http://oc.course.com/sc/dc2008/index.cfm?action=terms&chapter=4>
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking question

TOPIC 4: The Extranet/Web Advisor/Storage

Lab: Explore the four main components of the extranet course management system (eCampus):

Content, Dropbox, Events and Discussions. (URL: <https://ecampus.monmouth.edu/login.html>) and Web Advisor including the Registration system and electronic forms;

Suggested Reinforcement:

- *READ Chapter 7, Discovering Computers 2008.
- READ the Chapter Review at <http://oc.course.com/sc/dc2008/index.cfm?action=review&chapter=7>
- SCROLL through the list of terms under the KEY TERMS link at <http://oc.course.com/sc/dc2008/index.cfm?action=terms&chapter=7>
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 5: The Internet and Electronic Mail

Lecture: Fundamentals of Internet Technology and Electronic Mail Management and Communication using Outlook Web Access. (URL: <http://exchange.monmouth.edu>)

Lab: Students will explore compressed files, zip files, attached files and download external files. Students will create folders and explore the management of electronic mail

Suggested Reinforcement:

- *READ Chapter 2, Discovering Computers 2008
- READ Office 2007, OUTLOOK, pages 4 - 59.
- READ the Chapter Review at <http://oc.course.com/sc/dc2008/index.cfm?action=review&chapter=2>
- SCROLL through the list of terms under the KEY TERMS link at <http://oc.course.com/sc/dc2008/index.cfm?action=terms&chapter=2>
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 6: Communications and Networks/Using and Managing Web Mail

Lab: Webmail (URL: <http://webmail.monmouth.edu>) will be explored for electronic mail management and communication. A presentation of the program may be found at

<http://bluehawk.monmouth.edu/infotech/it100classnotes.html>.

Suggested Reinforcement:

- READ the Chapter Review at <http://oc.course.com/sc/dc2008/index.cfm?action=review&chapter=9>
- SCROLL through the list of terms under the KEY TERMS link at <http://oc.course.com/sc/dc2008/index.cfm?action=terms&chapter=9>
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions

TOPIC 7: Electronic Library Resources: Introduction to Information Literacy

Lecture: Students will explore utilization of electronic resources available for research. Research directives including copyright laws will be discussed. Students will visit the library computer lab.

Lab: Link to <http://www.monmouth.edu/library> . Explore web site. Visit the Library Research links.

Suggested Reinforcement:

- Using library resources, locate the books, periodicals, and electronic resources that are available on the topic assigned by your instructor. Save to a Word document and submit to Instructor via email.
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 8: Operating Systems and Utility Programs

Lecture: Purchase, Installation and Maintenance of a Personal Computer/The Operating System

Lab: *Office 2007*, Win 37-48, Windows Explorer.

Suggested Reinforcement:

- Review in-class lab
- *READ Chapter 8, Discovering Computers 2008.

- READ the Chapter Review at <http://oc.course.com/sc/dc2008/index.cfm?action=review&chapter=8>
- SCROLL through the list of terms under the KEY TERMS link at <http://oc.course.com/sc/dc2008/index.cfm?action=terms&chapter=8>
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions

TOPIC 9: Introduction to Security Literacy

Lecture: Introduction to information security, basic goals of security, and how to apply it, attacker profiles, types of attacks, types of data security, operating system security, and how to safeguard a system.

Lab: *Security Awareness*: Project 1-1 *Working with Microsoft Office Security*, p. 27-30, Project 1-2 *Managing User Accounts*, p. 30-32, Project 1-3 *Viewing Windows Auditing of User Accounts*, p. 32-33, Project 2-1 *Backing Up Data*, p. 74-79, Project 2-2 *Installing and Managing Microsoft Windows Updates*, p. 79-80, Project 2-3 *Testing Antivirus Software*, p. 80-81, Project 2-4, *Password Guessing*, p. 82-83, Project 2-5 *Wiping Data from a Floppy Disk*, 83-84, Project 2-6, *Store Passwords in Safe Document*, p. 84-86, Project 2-7, *Run Software Removal Too*, p. 86-87;

Suggested Reinforcement:

- *Security Awareness*: Read pages 1 to 164.
- *Security Awareness*: Complete review questions, p. 26-27 and p. 73-74.
- Review in-class projects.
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 10: Risks Associated with Information Security

Lecture: Define an organization's security policy, parts of a continuity plan, risks associated with Internet security, and preventive measures used to minimize Web attacks and protect email.

Lab: *Security Awareness*: Project 3-1 *Setting Web Browser Security*, p. 120-122, Project 3-2 *Setting Client E-mail Security*, p. 122-123, Project 3-4 *Installing Digital Certificate*, p. 125-126, Project 4-1 *Using a Keylogger*, p.155-157, Project 4-2 *Installing Anti-spyware Software*, p. 157-159 , Project 4-4 *Blocking Messenger Service*, p. 160, Project 4-5 *Viewing Credit History Reports*, p. 161-162;

Suggested Reinforcement:

- *Security Awareness*: Complete review questions, p. 86-87 and p. 120-122.
- Review in-class projects.
- Read pages 165-232
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 11: Network Security

Lecture: Provide overview of how networks work, three types of network attacks, how a WLAN functions and its security weaknesses.

Lab: *Security Awareness* Project 5-1 *Performing a Network Security Scan*, p. 199-200, Project 5-2 *Configuring Microsoft Windows Firewall*, p. 201-202, Project 5-3 *Stopping Zombies*, p. 202-203, Project 5-4 *Identifying Shared Network Files*, p. 203, Project 5-5 *Setting WLAM Security*, p. 204-205, Project 6-1 *Performing a Total Security Audit*, p. 234-235;

Suggested Reinforcement:

- *Security Awareness*: Complete review questions, p. 197-199 and p. 232-233.
- Review in-class projects.
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 12: Electronic spreadsheets

Lecture: Define use of the worksheet development cycle, the language bar, auto-sum, the fill handle, a 3-D clustered column chart, auto-format, auto-calculate, name box, backup copy, assign a password, and correcting errors.

Lab: Office 2007, EX 4 (more about WDC), 24 (AutoSum), 26 (fill handle/relative reference), 40 (merging/splitting a cell), 44 (AutoFormat), 47 (using the name box), 49 (3-D clustered column chart), 54 (backup copy/password), 62 (AutoCalculate), and 63 (correcting errors)

Suggested Reinforcement:

- Office 2007: Read EX 1-EX 67.
- EX 80, Cases and Places, number 4.
- Complete CaseGrader spreadsheet assignment
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 13: Electronic spreadsheets

Lecture: Enter wrapping text, numbers in a range, formulas using point mode, order of operations; apply statistical functions, verify a formula using Range Finder, add conditional formatting to a range of cells, change the width and height of a cell, print a partial or complete worksheet, display and print the formulas version of a worksheet, use a web query to real-time data, and rename sheets.

Lab: *Office 2007*, EX 88 (more about wrapping text), 90 (more about entering numbers into a range), 92 (order), 93 (point mode), 98 (determining total percent gain/loss, 98-102 (functions), 106 (range finder), 118 (applying a thick bottom border), 118-121 (conditional formatting), 122 (changing widths of columns and heights of rows), 127 (hiding cells), 132 (print section), 136 (formulas version), 137(importing external data), and 141 (changing worksheet names)

Suggested Reinforcement:

- Office 2007: Read EX 81-EX 143.
- EX 158, Cases and Places, number 4.
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.
- Complete CaseGrader spreadsheet assignment

TOPIC 14: Electronic spreadsheets

Lecture: Rotate text, create a series, use format painter, freeze titles; use the system date, absolute cell references, utilize and dock toolbars, color and rearrange worksheet tabs, change the worksheet view, goal seek.

Lab: *Office 2007*, EX 168 (rotating text), 201 (format painter), 174 (copying to nonadjacent destination), 177 (inserting rows and columns), 181 (freezing), 183 (system date), 186 (absolute vs. relative addressing), 195 (moving and docking a toolbar), 204 (3-D pie chart), 220 (splitting the window into panes), 223 (what-if analysis), 227 (goal-seeking);

Suggested Reinforcement:

- *Office 2007*: Read EX 168 - EX 227.
- Complete CaseGrader spreadsheet assignment
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 15: Electronic spreadsheets

Lecture: Nested IF function and the flow chart.

Lab: *Office 2007*, EX 189 (IF function), 195 (nested IF function)

Students will use the program development life cycle to solve problems 1 and 2, disseminated by instructor;

Suggested Reinforcement:

- Draw flowchart, write formula, and test; problems 3 and 4, provided by instructor.
- Complete CaseGrader spreadsheet assignment
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 16: Database Management

Lecture: Define the structure of data, create a new database, create a table, define fields, add records, create and use a simple query and simple form, print a custom report, design a database to eliminate redundancy.

Lab: *Office 2007*, AC 1-63;

Suggested Reinforcement:

- Office 2007, READ AC 1-63
- AC 71, Cases and Places, number 2.
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 17: Database Management

Lecture: Create and run queries, include fields in the design grid, create and use parameter queries, use compound criteria in queries, sort data in queries, join tables in queries, perform calculations in queries, use grouping in queries, create cross tab queries.

Lab: *Office 2003*, AC 66-107;

Suggested Reinforcement:

- Office 2003, READ AC 66-107
- AC 112, Cases and Places, number 4.
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 18: Database Management

Lecture: Add, change and delete records, search for records, filter, update a table design, use queries to update records, specify validation rules, default values, and formats, create and use a Lookup field, specify referential integrity, use a sub-datasheet, sort records, create indexes.

Lab: *Office 2007*, AC 77 - AC 127;

Suggested Reinforcement:

- Office 2007, READ AC 137 - AC 230
- AC 230 - AC 231 , In the Lab 1
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 19: Electronic Presentations

Lecture: Creating and Editing a Presentation

Lab: *Office 2007*, PPT 1 - PPT 68;

Suggested Reinforcement:

- Office 2007, PPT 1 - PPT 68
- PPT 80, Cases and Places, number 3.
- Complete CaseGrader assignment
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 20: Electronic Presentations

Lecture: Creating a Presentation with illustrations and Shapes

Lab: *Office 2007*, PPT 81-PPT 131;

Suggested Reinforcement:

- Office 2007, PPT 81-PPT 131
- Use the techniques introduced to create a PowerPoint presentation on the ethical, legal, and technical implications of downloading music over the Internet using a peer-to-peer network.
- Complete CaseGrader assignment
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 21: Word Processing

Lecture: *Office 2007*, WD 1 - WD 91

Lab: (WD 22) Format text and paragraphs, (WD 30) selecting multiple paragraphs, (WD 36) align paragraphs, (WD 41) insert clip art in a document, (WD 46 - WD 48) insert graphics and resize, (WD 76) MLA documentation style, (WD 78) line spacing, (WD 79) headers and footers, (WD 88) indenting

Suggested Reinforcement:

- Office 2007, WD 1- WD 91
- Complete CaseGrader assignment
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 22: Word Processing

Lecture: *Office 2007*, WD 94 - WD 132

Lab: (WD 92 - 94) Autocorrect options, (WD 94 - 95) footnotes, (WD 95 - 98) styles, (WD 100) word count, (WD 103) manual page breaks, (WD 105) hanging

indent, (WD 106) symbols, (WD 107) creating a hyperlink, (WD 109) sorting paragraphs, (WD 111)

browse by page, (WD 116) find and replace, (WD 121) dictionaries, (WD 124) research task pane

Suggested Reinforcement:

- Office 2007, WD 94 - WD 132
- Complete CaseGrader assignment
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.

TOPIC 23: Word Processing

Lecture: *Office 2007*, WD 145 - WD 204

Lab: (WD 145) templates and wizards, (WD 165) table, (WD 149) new window, (WD 188) clipboard;

Suggested Reinforcement:

- Office 2007, WD 145 - WD 204
- WD 210, Lab 2, Creating a Resume.
- WD 212, Lab 3 Creating a Letter.
- Complete CaseGrader assignment
- Utilize *Current Topics in Technology*: Students should read the antecedent background event preceding the current article, read the article, and prepare responses to critical thinking questions.