










COURSE NUMBERS:	OSS 1400, Microcomputer Applications in Business AND USU 1000, Intro to CIL Exam
INSTRUCTOR:	James Baker
PREREQUISITE:	Ability to keyboard at 25 wpm
TEXT & FEES:	Purchase Online Book for \$50 paid to USU
CIL FEE:	\$30 (assessed once the first time you register at USU Campus)
OFFICE:	Room 118
PHONE:	435-753-7377
OFFICE HOURS:	Period 3A Prep and by appointment
E-MAIL:	jbaker@intechchs.org

OBJECTIVES: This course provides an operational and conceptual knowledge of microcomputers for information processing at Utah State University with a special emphasis on application software. This course will aid in the preparation for the nationally recognized Internet and Computing Core Certification (IC3) 2005 Standards and the USU Computer and Information Literacy (CIL) competency examinations. The CIL is required of all students who are completing USU's new University Studies program, and it satisfies the Learning Skills requirement of USU's old General Education program.

Specific objectives of the course are for students to:

-  explain the basics of ethical computing and the international nature of personal computing;
-  identify microcomputer hardware components and software tasks relating to the basics of microcomputer operations;
-  employ an operating system (Windows XP Professional) to manage data, applications, user interface, and basic local area network tasks;
-  utilize electronic mail (USU AggieMail) to communicate electronically;
-  perform basic word processing (Word) tasks to create, edit, and print textual documents;
-  use a Worldwide Web browser (Internet Explorer) to access data and perform effective research strategies;
-  use an online database to check resources in the USU Libraries;
-  perform electronic spreadsheet (Excel) tasks to solve business problems requiring numerical analysis; and
-  apply electronic presentation (PowerPoint) functions to create and show presentation visuals.

ACCOMMODATION OF DISABILITIES: Students with disabilities are encouraged to discuss their needs with the instructor, preferably during the first week of class. All reasonable accommodations will be made to see that disabilities do not restrict a student's opportunity to learn. Help is available from the Disability Resource Center (435-797-2444).

COMFORTABLE LEARNING ENVIRONMENT: USU, the BIS Department, and your instructor are all committed to maintaining an inoffensive, non-threatening learning environment for every student. Class members (including the instructor) are thus to treat each other politely--both in

word and deed. Offensive humor and aggressive personal advances are specifically forbidden. If you feel uncomfortable with a personal interaction in class, see your instructor or the OSS 1400 course director for help in solving the problem. The BIS Department head, the dean of the College of Business, and USU's Affirmative Action Office are also willing to help as needed.

EVALUATION: Students will be required to demonstrate proficiency with microcomputer vocabulary and use at defined intervals in the course through homework assignments and tests. Class participation, homework assignments, eight exams (including all six CIL exams), and ethical behavior comprise the course grade in OSS 1400. Each component contributes the following proportion:

- Homework = 25%
- Bell Ringers = 10%
- Professionalism = 10%
- Projects = 30%
- Tests = 25%

Students should contact the instructor prior to the test in case of emergency. The exams and course will be graded on this scale:

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

1. **Homework.** There are two types of homework for this course. First, the web-based training (CDs) has “Instructor Assignments” listed on the “Assignments” page. These assignments supplement the training videos and are needed to answer some of the pretest and post test questions. Second, the course website has homework assignments for various topics. The assignments are wonderful exercises to reinforce the materials and are indicated on the Suggested Work Schedule (below). The Suggested Work Schedule will indicate the required, graded assignments; these ten-point assignments will be identified on the work schedule with an asterisk (*) symbol.
2. **Tests.** All of the exams for the course are online. The pretests and the labs are preparation for the concluding exam in each session. Students are allowed and encouraged to take the pretests and labs as many times as they deem useful. The concluding exams are graded on the first attempt only! These online tests will be identified on the work schedule with double asterisk (**) symbols.
3. **CIL Exams.** CIL exams are included the course grading. The USU 1000 component of the course goal is to simply teach the competencies defined in the CIL requirements AND prepare students with the necessary skills to pass all the CIL tests. In order to fulfill the USU 1000 CIL requirement, a student must pass all six CIL tests. Please review the following website to help prepare and understand the requirements of this testing. <http://cil.usu.edu>

There will be six performance-based CIL exams given during class; the exams must be passed with a 70% or better.

Please note: Before you may begin taking CIL tests, you will need to establish your CIL account. To do this, fill out the Registration Form and turn in to your teacher the first week of class. We will do this as a class with the help of a USU representative. You must also pay your CIL \$30 fee to be eligible to begin testing.

4. **Ethical Behavior.** Ethical behavior means refraining from copying proprietary software, data, or other students' work and to use USU computers only for legal purposes. It also means treating fellow students and the instructor respectfully, and it means obeying the law. Anyone who engages in unethical activity in OSS 1400 is subject to an "F" in the course and referral to the University Standards Committee. Other forms of academic dishonesty or illegal activity will also, at the option of the OSS 1400 course director, result in an "F" in the course and referral to the University Standards Committee.
5. **Class Participation.** Students are expected to contribute productively to class activities. Students who are absent, unprepared, inattentive, or who distract classmates may at the option of the instructor be dismissed from class and/or lose up to two percent of their final course grade.

ADDITIONAL COURSE INFORMATION:

1. **Course Fee Refund.** Payment of the course fee entitles you to a copy of the course materials. You paid this fee with your tuition. If you drop this class within the first fifteen days of the semester session, you are entitled to a refund of your fee from the Cashier's Office. If you do receive a refund of the class fee, please contact the concurrent enrollment director, Terry Robinson, at USU Brigham 734-2277. Refunds of course fees are not given after the deadline.
2. **CIL Fee Refund or Waiver.** A few OSS 1400 students are eligible for a refund of their \$30 CIL fee (or a waiver of the fee if they have not yet paid it): students graduating under the old general education program, transfer students who have earned an associate's degree, or transfer students who satisfied the CIL requirement at another school. If you believe you may fall into one of these categories, visit with Terry Robinson at USU Brigham to verify your status. She can submit a form to waive or refund your CIL fee.
3. **Late Add Policy.** Courses may be added through the 15th day of the semester. The instructor's signature is required beginning the 6th day of the semester. Students who are not officially enrolled by day 15 will not be allowed to remain in the course. Students who are unable to pay the tuition and fee should visit the Financial Aid Office for advice regarding payment options.
4. **Incompletes.** An "I" (Incomplete) grade is not to be used for avoiding a bad grade; this is University policy. Only extraordinary and unforeseen circumstances that prohibit a student from completing the course are adequate reason for giving an Incomplete grade. This course adheres strictly to the University's Incomplete Policy. An explanation of the policy and an Incomplete Documentation form are found at <http://extension.usu.edu/files/IncompleteGrade.pdf> . This form is required and must be submitted and discussed with your instructor at least two weeks prior to the course completion date.
5. **Waiver Exam.** It is possible to earn credit for OSS 1400 by passing the six CIL exams and another comprehensive waiver exam. If you believe you already know the contents of the course, ask your instructor or advisor about the waiver process.

TEXTBOOK FILES DOWNLOAD

A photocopy version of the electronic book may be purchased directly from the publisher for \$10. In addition, a 180-day trial version of Office 2007 can be purchased for \$13 at <http://vig.pearsoned.com/store/home?url=/utahstate/business>

ADDITIONAL RESOURCES: A copy of a generic syllabus with estimated time frames and supplementary course materials (sections from the old materials—USU-specific items that are not covered in the new textbook or online training) can be found at <http://cc.usu.edu/~richards/bis1400/homepage.htm>. The website is basic at the present time, but there are plans to enhance its appearance and resources throughout the semester.

The Computer Information Literacy department has an excellent website with comprehensive study guides and practice tests. Please go to the following website often for test preparation: <http://cil.usu.edu>. All CIL testing is online at <http://cilttest.usu.edu>

Every attempt has been made to keep the course fees reasonable and within the range of the other USU 1000- and 2000-level courses. The textbook fee is \$50 for off-campus students and \$75 for on-campus students. The fee includes the online, *Office 2007, Exploring Series* textbook, CILtesting, resources, and course management system. Online textbooks are becoming the textbook of choice for many college courses and if our students are to continue to earn college credit, we must follow University guidelines.

I have carefully read and understand this grade disclosure statement and class procedures for the USU OSS 1400 concurrent enrollment course at InTech Collegiate High School. I agree to abide by all USU and InTech Collegiate High School rules.

✎ Student Signature _____ Date _____

✎ Parent Signature _____ Date _____

✉ E-mail Address _____