CS 101
Computer Literacy
myitlab
Course Assignments
Syllabus

Prof. Mark R. Marino
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Welcome to
Module 1: Microsoft Word 2010!

All work for this module is due by Sunday February 5, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date.

This module will cover Word Chapters 1, 2 in the GO! with Microsoft Office 2010 Volume I book.

All work in this module will be completed at the MyItLab website: http://www.myitlab.com Please navigate to that website and login. Once you are at that website, click on our CS 101 course. Then, click on the Course Content button, then View All Content button. You will begin working on Module 01: Microsoft Word. Click on Module 01: Microsoft Word folder. This folder is where all of the work for Module 01 is located.

We will be covering the following two chapters:

- Chapter 1: Creating Documents with Microsoft Word 2010
- Chapter 2: Using Tables and Templates to Create Resumes and Cover Letters

There are folders in myitlab corresponding to each chapter. You should view Powerpoint presentation and read the corresponding pages in the textbook prior to starting the assignments for this module. When you are completing the training, you should be utilizing your textbook and following along.
The following assignments must be completed and will be graded:

<table>
<thead>
<tr>
<th>Name of Assignment</th>
<th>Number of Attempts Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word Chapter 1 Skill-Based Training</td>
<td>99*</td>
</tr>
<tr>
<td>Word Chapter 1 Skill-Based Exam (Scenario 1)</td>
<td>3*</td>
</tr>
<tr>
<td>Word Chapter 1 Grader Project</td>
<td>2*</td>
</tr>
<tr>
<td>Word Chapter 2 Skill-Based Training</td>
<td>99*</td>
</tr>
<tr>
<td>Word Chapter 2 Skill-Based Exam (Scenario 1)</td>
<td>3*</td>
</tr>
<tr>
<td>Word Chapter 2 Grader Project</td>
<td>2*</td>
</tr>
</tbody>
</table>

*Only your highest grade for each assignment will be counted. 😊

**Some Important Notes on the Assignments**

- **Trainings** – The trainings can be completed infinite amount of times per training and per question. Therefore, you should complete them as many times as you’d like until you achieve 100%! If you start a training assignment and cannot finish it in one sitting, you can press the Save for Later button. When you log back into myitlab, you will be able to complete the training where you left off.

- **Exams** – The project based exams can be taken up to 3 times. Your highest score will be counted. You will have 5 tries per question. There is no time limit on the exams, however you must complete them in one sitting. You may not save for later with exams.

- **Grader Projects** – You will complete two projects in the actual version of Microsoft Word 2010. You will download the files onto your computer and submit them in the myitlab grader program. The myitlab grader program will automatically grade them once you submit them. Please note that you MUST use the actual real version of Word 2010 to complete these grader project assignments!

Just a reminder that these assignments are by due Sunday February 5, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date. Technical problems are not a valid excuse for not completing work by the due date.

Send me a message via the Communicate tab in Angel if you have any questions about this module. Do NOT send me messages through myitlab.

Good luck and have fun!!! 😊

Professor Marino
Welcome to
Module 2: Technology in Action Part I!

All work for this module is due by Sunday February 19, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date.

This module will cover Chapters 1-4 in the Technology in Action book.

All work in this module will be completed at the MyItLab website: http://www.myitlab.com Please navigate to that website and login. Once you are at that website, click on our CS 101 course. Then, click on the Course Content button.

You will begin working on Module 2: Technology in Action Part I. Click on Module 2: Technology in Action Part I. This folder is where all of the work for Module 2 is located.

Prior to completing the work in this folder, you should read the following in your Technology in Action textbook:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Why Computers Matter to You: Becoming Computer Fluent</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Looking at Computers: Understanding the Parts</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Using the Internet: Making the Most of the Web’s Resources</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Application Software: Programs that Let You Work and Play</td>
</tr>
</tbody>
</table>

These four chapters will provide you with the necessary background to be successful with the four assignments in this module based upon the reading in the textbook!
After you have read the chapter in your textbook, you may choose to view the multimedia resources located in each of the chapter folders (these are optional, but you are highly encouraged to view them in preparation for the exams):

- PowerPoint Presentation – These are available as both regular powerpoints and audio powerpoints so turn your speakers on if you are using the audio ones.
- Sound Bytes
- Active Help Desk Calls

After you have read the chapters and viewed these aforementioned multimedia resources, you are ready to complete the four graded assignments for this module. These four assignments will be your only grades for this module.

- Chapter 1 Test
- Chapter 2 Test
- Chapter 3 Test
- Chapter 4 Test

Here are some general notes about these assignments:

- Each test will be found in the Chapter folder.
- Each test consists of 25 multiple-choice questions.
- **Once you start an assignment, you must complete it. You cannot close the window and come back to it later so plan accordingly.**
- Just a reminder that these assignments are by due Sunday February 19, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date. Technical problems are not a valid excuse for not completing work by the due date.

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Good luck and have fun!!! 😊

Professor Marino
Welcome to 
Module 3: Microsoft Excel 2010!

All work for this module is due by Sunday March 11, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date.

This module will cover Excel Chapters 1-2 in the GO! with Microsoft Office 2010 Volume I book.

All work in this module will be completed at the MyItLab website: http://www.myitlab.com Please navigate to that website and login. Once you are at that website, click on our CS 101 course. Then, click on the Course Content button. You will begin working on Module 3: Microsoft Excel. Click on Module 3: Microsoft Excel folder. This folder is where all of the work for Module 3 is located.

We will be covering the following two chapters:

- Chapter 1: Creating a Worksheet and Charting Data
- Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks

There are folders corresponding to each chapter. You should view the Powerpoint presentation and read the corresponding pages in the textbook prior to starting the assignments for this module.
The following assignments must be completed and will be graded:

<table>
<thead>
<tr>
<th>Name of Assignment</th>
<th>Number of Attempts Allowed</th>
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</thead>
<tbody>
<tr>
<td>Excel Chapter 1 Skill-Based Training</td>
<td>99*</td>
</tr>
<tr>
<td>Excel Chapter 1 Skill-Based Training Test (Scenario 1)</td>
<td>3*</td>
</tr>
<tr>
<td>Excel Chapter 1 Grader Project</td>
<td>2*</td>
</tr>
<tr>
<td>Excel Chapter 2 Skill-Based Training</td>
<td>99*</td>
</tr>
<tr>
<td>Excel Chapter 2 Skill-Based Training Test (Scenario 1)</td>
<td>3*</td>
</tr>
<tr>
<td>Excel Chapter 2 Grader Project</td>
<td>2*</td>
</tr>
</tbody>
</table>

*Only your highest grade for each assignment will be counted. 😊

Some Important Notes on the Assignments

- **Trainings** – The trainings can be completed infinite amount of times per training and per question. Therefore, you should complete them as many times as you’d like until you achieve 100%! If you start a training assignment and cannot finish it in one sitting, you can press the Save for Later button. When you log back into myitlab, you will be able to complete the training where you left off.

- **Exams** – Exams can be taken up to 3 times. Your highest score will be counted. You will have 5 tries per question. There is no time limit on the exams, however you must complete them in one sitting. You may not save for later with exams.

- **Grader Project** – You will complete two projects in the actual version of Microsoft Excel 2010. You will download the files onto your computer and submit them in the myitlab grader program. The myitlab grader program will automatically grade them once you submit them. Remember, you MUST use the real version of Excel 2010 to complete these grader projects!

Just a reminder that these assignments are by due Sunday March 11, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!! You will not be able to access the assignments after the due date. Technical problems are not a valid excuse for not completing work by the due date.

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Good luck and have fun!!! ☺

Professor Marino
Welcome to Module 4: Microsoft Access 2010!

All work for this module is due by Sunday April 1, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date.

This module will cover Access Chapters 1-2 in the GO! with Microsoft Office 2010 Volume I book.

All work in this module will be completed at the MyItLab website: http://www.myitlab.com Please navigate to that website and login. Once you are at that website, click on our CS 101 course. Then, click on the Course Content button. You will begin working on Module 4: Microsoft Access 2010. Click on Module 4: Microsoft Access 2010 folder. This folder is where all of the work for Module 4 is located.

We will be covering the following two chapters:

- Getting Started with Access Databases and Tables
- Sort and Query a Database

There are folders corresponding to each chapter. You should view the Powerpoint presentation and read the corresponding pages in the textbook prior to starting the assignments for this module.
The following assignments must be completed and will be graded:

<table>
<thead>
<tr>
<th>Name of Assignment</th>
<th>Number of Attempts Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Chapter 12 Skill-Based Training</td>
<td>99*</td>
</tr>
<tr>
<td>Access Chapter 12 Skill-Based Training Test (Scenario 1)</td>
<td>3*</td>
</tr>
<tr>
<td>Access Chapter 13 Skill-Based Training</td>
<td>99*</td>
</tr>
<tr>
<td>Access Chapter 13 Skill-Based Training Test (Scenario 1)</td>
<td>3*</td>
</tr>
</tbody>
</table>

*Only your highest grade for each assignment will be counted. 😊

For this module, please duly note that the textbook pages will not match the trainings in myitlab like they did in Word and Excel. There are no Grader projects for this module!

Just a reminder that these assignments are by due Sunday April 1, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date. Technical problems are not a valid excuse for not completing work by the due date.

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Good luck and have fun!!! 😊

Professor Marino
Welcome to Module 5: Microsoft PowerPoint 2010!
All work for this module is due by Sunday April 15, 2012 at 11:59:59 P.M.  NO LATE WORK WILL BE ACCEPTED!!!  You will not be able to access the assignments after the due date.

This module will cover PowerPoint Chapters 1-2 in the GO! with Microsoft Office 2010 Volume I book.

All work in this module will be completed at the MyItLab website: http://www.myitlab.com  Please navigate to that website and login. Once you are at that website, click on our CS 101 course. Then, click on the Course Content button. You will begin working on Module 5: Microsoft PowerPoint 2010. Click on Module 5: Microsoft PowerPoint 2010 folder. This folder is where all of the work for Module 5 is located.

We will be covering the following two chapters:

- Chapter 1: Getting Started with Microsoft Office PowerPoint
- Chapter 2: Formatting PowerPoint Presentations

There are folders corresponding to each chapter. You should view the Powerpoint presentation and read the corresponding pages in the textbook prior to starting the assignments for this module.
The following assignments must be completed and will be graded:

<table>
<thead>
<tr>
<th>Name of Assignment</th>
<th>Number of Attempts Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PowerPoint Chapter 1 Skill-Based Training</td>
<td>99*</td>
</tr>
<tr>
<td>PowerPoint Chapter 1 Skill-Based Test (Scenario 1)</td>
<td>3*</td>
</tr>
<tr>
<td>PowerPoint Chapter 1 Grader Project</td>
<td>2*</td>
</tr>
<tr>
<td>PowerPoint Chapter 2 Skill-Based Training</td>
<td>99*</td>
</tr>
<tr>
<td>PowerPoint Chapter 2 Skill-Based Test (Scenario 1)</td>
<td>3*</td>
</tr>
<tr>
<td>PowerPoint Chapter 2 Grader Project</td>
<td>2*</td>
</tr>
</tbody>
</table>

*Only your highest grade for each assignment will be counted. 😊

Just a reminder that these assignments are by due Sunday April 15, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date. Technical problems are not a valid excuse for not completing work by the due date.

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Good luck and have fun!!! 😊

Professor Marino
Welcome to Module 6: Technology in Action Part II!

All work for this module is due by Sunday April 29, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date.

This module will cover Chapters 5-9 in the Technology in Action book.

All work in this module will be completed at the MyItLab website: http://www.myitlab.com Please navigate to that website and login. Once you are at that website, click on our CS 101 course.

You will begin working on Module 6: Technology in Action Part II. Click on Module 6: Technology in Action Part II. This folder is where all of the work for Module 6 is located.

Prior to completing the work in this folder, you should read the following in your Technology in Action textbook:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 5</td>
<td>Using System Software: The Operating System, Utility Programs, File Management</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Understanding and Assessing Hardware: Evaluating Your System</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Networking Connecting Computing Devices</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>Digital Lifestyle: Protecting Digital Data and Devices</td>
</tr>
</tbody>
</table>

These four chapters will provide you with the necessary background to be successful with the four assignments in this module based upon the reading in the textbook!
After you have read the chapter in your textbook, you may choose to view the multimedia resources located in each of the chapter folders (these are optional, but you are highly encouraged to view them in preparation for the tests):

- PowerPoint Presentation
- Sound Bytes
- Active Help Desk Calls

After you have read the chapters and viewed these aforementioned multimedia resources, you are ready to complete the four graded assignments for this module. These four assignments will be your only grades for this module.

- Chapter 5 Test
- Chapter 6 Test
- Chapter 7 Test
- Chapter 9 Test

Here are some general notes about these assignments:

- Each test consists of 25 multiple-choice questions.
- **Once you start an assignment, you must complete it. You cannot close the window and come back to it later so plan accordingly.**
- Just a reminder that these assignments are by due Sunday April 29, 2012 at 11:59:59 P.M. NO LATE WORK WILL BE ACCEPTED!!! You will not be able to access the assignments after the due date. Technical problems are not a valid excuse for not completing work by the due date.

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