

**THE UNIVERSITY OF ARIZONA**  
**Department of Agricultural and Biosystems Engineering**  
**ABE120 Microcomputer Application**  
**Spring Semester 2017**

**Instructor: Muluneh Yitayew**

Professor

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**Course Description**

As a student in this course, you will learn the most important topics of Microsoft Office 2016 and more. No prior computer experience is assumed. First in the Introductory unit you will become familiar with essential computing concepts, different apps, and the Windows operating system. Then, you will learn file management and the basics of browsers and e-mail. The first application unit covers Microsoft Word 2016, followed by a unit on Microsoft Excel 2016. You will then learn to integrate the features of Microsoft Word and Excel. The last application you will cover is Microsoft PowerPoint 2016, where you will create, apply and modify a presentation, and then integrate PowerPoint with the previous two applications.

**Course Objectives**

Upon successful completion of this course, students will be able to:

1. Summarize the history of computing, binary language, operating systems, data storage, software and software application development.
2. Construct a presentation that includes: the use of graphics, tables, charts, formatting (colors, number of words) and the recording of high quality presentations on video.
3. Create Word memos, letters, flyers, document merging, merging data into a document, correct formatting for the discipline, and cross referencing and captioning.
4. Create multipage Excel workbooks, appropriate formulas and functions, tables and graphs; work across sheets, creating the appropriate work sheets for the major (profit and loss, etc.).
5. Demonstrate an awareness of the existence of web development tools such as content management systems, mobile applications, etc.
6. Explain basic databases, best practices for data collection and management, and select the data tool best suited for their field.

## Text/Materials:

eText New Perspectives Microsoft® Office 365 & Office 2016: Introductory, 1st Edition and

Software Mindtap/SAM access (*An email will be sent on the first day of classes regarding these materials*).

Microsoft Windows; Microsoft Office 2016 (Microsoft Office 365); Any latest browser  
*Computers:* You can use any PC as long as it has the software required. If you do not have your own computer, there are several OSCR computer labs on campus, the integrated learning center, and the libraries with PCs that have Windows Operating system and Microsoft Office 2016 that you can use.

## Teaching Method

As this is an online course, individual reading and doing the training/simulation assignments from the eTextbook and working within the SAM/MindTap environment for assignments is the primary method. Individual help is provided by email and if necessary face-to-face meeting by appointment. If you can not make it to a face-to-face meeting, we can arrange online meeting using GoToMeeting.

*Assignments:* Assignments are completed from every chapter in the book for all the units and submitted to either d2l or SAM/MindTap. Each tutorial requires that you do the step-by-step tasks to completing the training. Drop boxes are opened and closed on specific time and you must adhere to the schedule. Failure to meet deadlines will result loss of all the points for that assignment. Assignments in SAM/MindTap are also dated and must be completed on time before the deadline.

*Exams:* All exams are done on SAM/MindTap. There is no final exam for this course.

## Grading Criteria and Breakdown

Your course grade will be determined by the following criteria according to the percentages listed below:

Assignments	Points
Trainings	10 each
Projects	15 each
Exams	25 each

## Incompletes and Withdrawal

Requests for incompletes (I) and withdrawal (W) must be made in accordance with university policies which are available here:

### • Late Work

Missed or late exams cannot be made up without a good cause

Your final grade will be based on the following scale:

Grade	%
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

and adequate proof. See [Class Rules](#) for further details.

Assignments: All assignments must be submitted on time. Late submission of assignments is not accepted (see Class Rules).

### **Grading:**

Every assignment has a specific number of points (see Schedule of Classes). The final letter grade is assigned based on the following scale:

### **Course Policies:**

Missed or late exams cannot be made up without a good cause and adequate proof (See Class Rules) for further details.

Assignments: All assignments must be submitted on time. Late submission of assignments is not accepted (See Class Rules).

## **Student Responsibilities**

### **Academic Integrity**

Students are responsible for understanding and following the UA Code of Academic Integrity. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community and the campus. Students should avoid situations likely to compromise academic integrity.

Academic Integrity at the University of Arizona is the principle that stands for honesty and ethical behavior in all homework, tests and assignments. All students should act with personal integrity

## **Threatening Behavior**

The University of Arizona seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the university community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families.

Threatening behavior means any statement, communication, conduct or gesture, including those in written form directed towards any member of the university community that causes a reasonable apprehension of physical

and help to create an environment in which all can succeed.

Dishonesty will not be tolerated in this course. This includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will be reported to the Dean of Students Office and receive a sanctions, such as a failing grade on the assignment, exam, and/or in the course. Students should refer to the UA Code of Academic Integrity if they can questions.

The Code can be found on the Dean of Students [Website](#).

## Avoiding Plagiarism

The University Libraries have some excellent tips for avoiding plagiarism on their [website](#).

## Student Conduct

Read more about Student Conduct on the Dean of Students [Website](#).

University of Arizona students have agreed to abide by the standards for behavior set forth by the Arizona Board of Regents. The Student Code of Conduct is in place to create a safe, healthy and responsible environment that allows UA students, faculty, and staff to be successful in their daily endeavors and long term goals.

harm to a person or property. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm. You are encouraged to read more on the Dean of Students [Website](#).

## Confidentiality of Student Records

Family Educational Rights and Privacy Act of 1974 (FERPA) is the federal law that governs the rights of students and institutional responsibilities with respect to student records. FERPA is a federal law designed to protect the privacy of a student's educational record. More details on what FERPA is about and specifics of what constitutes an Education Record can be accessed [Here](#).

If you have any questions regarding any of the information provided on this site, please contact the University of Arizona Office of the Registrar via email at [REG-reghelp@email.arizona.edu](mailto:REG-reghelp@email.arizona.edu)

# Accessibility and Accommodations

## Disability Resource Center (DRC)

It is the University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability or pregnancy contact [Disability Resources](#)(520-621-3268) to establish reasonable accommodations.

1224 E Lowell St.  
Tucson, Arizona 85721  
Email: [drc-info@email.arizona.edu](mailto:drc-info@email.arizona.edu)  
Fax: 520-621-9423

## Accessibility Policies

- [D2L](#)
- [Adobe Connect](#)

# Technical Help

## 24/7 IT Support Center

If you need technical assistance with the internet, media and plugins, or your computer in general, you can contact the [24/7 IT Support Center](#) on campus. They offer free assistance by phone, chat, or help ticket to U of A students 24 hours a day, with the exception of University observed holidays.

(520) 626-TECH (8324)  
[Remote Support](#)

# Support Services

## THINK TANK

The [THINK TANK](#) is the place to go for Math and Science tutoring, the Writing Center, Weekly Course Reviews, Supplemental Instruction, Academic Skills tutoring and so much more!

The THINK TANK provides both FREE and fee based services to meet the diverse needs of all UA students.

## The University Libraries

The [University Libraries](#) provide resources, services and expertise to the University and the local community. They also have some specific ways they support online students. You can read about it [here](#).

# Technical Prerequisites

You are in a fully online program and there are some general technical skills which you should have. Before beginning this course, please make sure that you are able to:

- Connect to the internet
- Send and receive emails with file attachments
- Create and submit files using Microsoft Office or similar programs
- Copy and paste content
- Download and install software as needed

# Technical Requirements

## Required Software for Most UA Online Courses

- [Microsoft Office](#)
- [Adobe Acrobat Reader](#)
- [Adobe Flash Player](#)
- [Apple QuickTime Player](#)

## Technical Support

### 24/7 IT Support Center

Technical assistance is available 24 hours a day, with the exception of University observed holidays.

Available by phone, chat, or help ticket.

- Phone: (520) 626-TECH (8324)
- [24/7 Support Website](#)
- [Chat and Remote Support](#)

# Minimum System Requirements

You will be utilizing Desire to Learn (D2L) for course content, assessments, and communication. Before the first day of class, check your computer to make sure you have all the minimum system requirements for D2L.

## Windows Requirements

- Operating System (OS): Windows XP - Vista - 7 - 8
- Browser(s): Internet Explorer 9.0 or higher, Firefox 20 or higher, Chrome 25 or higher
- Other Requirements: Java - JRE Java - JRE v 6.0.xx or 7.0.xx
- Java and Cookies Enabled

## Mac Requirements

- Operating System (OS): Mac OS X Snow Leopard, Lion, or Mountain Lion
- Browser(s): Firefox 14 or higher, Chrome 21.0.1180.75 or higher
- Other Requirements: Java - JRE Java - JRE v 6.0.xx
- Java and Cookies Enabled

## Linux Requirements

- Browser(s): Firefox 14 or higher, Chrome 21.0.1180.75 or higher
- Other Requirements: Java - Java - JRE v 6.0.xx
- Java and Cookies Enabled

## [Supported Browsers](#)

## [Display Check](#)

## D2L Help

- [Email](#)
- [Help Pages](#)
- [Help Ticket](#)

## [D2L and Accessibility](#)

## [D2L Privacy Policy](#)

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**Spring 2017**

**Assignment #1: RULES FOR ABE120 FCSC120 AGTM120 N SC120 PL120**

This first assignment is to set the rules of the course. Our objective is to make sure that students are aware of our expectations and their obligations for a successful completion of the course.

**Instructions:** Carefully read, understand, and sign with your name whenever indicated.

### About the Class

I <your\_name> understand that

- 1) Since this is a 3-units class, I am expected to spend a minimum of at least 4-7 hrs every week.
- 2) Assignments will be posted in **News Item** in **d2l**. The week's assignments will be available every Saturday at 8:00am Arizona Time and will be due at the end of the same week on Friday at 8:59 pm (Arizona Time). The lists of assignments with the corresponding scheduled for the week are also available in the schedule of activities in d2l under **Content**.
- 3) If I need to drop the course, it is my responsibility to do it following the university's academic calendar and procedures.
- 4) Incomplete is given to students who at the last minute were not able to complete the course because of unusual circumstances and have a valid proof of the situation.

### About D2L and Emails

I <your name> understand that the class is managed using d2l course management system. It is my responsibility to login to D2L and read the News Item and my university's emails at least two or three times every week. Any communication between the instructors and me regarding this class is done using strictly through University of Arizona's email system. I am fully responsible for any loss of grade for not following instructions as a result of my failure to read emails from the instructors. I am aware that email sent to the instructors using another email than the university's system may not be guaranteed to be answered. I consider that as my own fault, and the instructors cannot be held responsible for it. Email sent after 5:00pm on weekdays will be answered the next business day. No email will be answered during the weekends.

The instructors realize from time to time I may have some problems with assignments and email communication may not be enough to solve the problem. They are willing to provide me personal help by appointment. Any appointment with the instructors should be scheduled before Friday.

If I am not familiar with D2L, I will read the student section help in d2l at <http://help.d2l.arizona.edu/students/home> or seek help from the 24/7 help center or from the d2l group on campus.

### **About SAM/MindTap**

I <your name> understand that

- 1) SAM/MindTap clock may work on Eastern Standard Time (EST). Regardless, assignments are due 8:59 pm Arizona Time. Therefore, I cannot use this time differences as an excuse for not completing the assignments on time i.e., 8:59 pm Arizona time.
- 2) I will submit the assignments at least 15 minutes before the closing time, to avoid issues like servers clock differences, slow network, etc, I also acknowledge that if I wait to the last minute and my assignment does not go through, it is my own responsibility and I will not use that as an excuse for not submitting the assignment and losing the grade for it.
- 3) I will never submit SAM files to d2l drop boxes.
- 4) I am required to download SAM/MindTap assignments (except for the simulation assignments) on my own separate flash drive and keep the files until the end of the semester. If I am working in a public or a friend's computer, I should never save it in that computer. If a student takes the file left in the public or friends computer and submits it I will be considered equally as violating the integrity of the system (cheating).
- 5) I understand that assignments are graded automatically right after completion/submission. It is my responsibility to verify that assignments are successfully submitted and that I receive the appropriate score by looking at the assignments grades and/or assignment report. I will make sure I have score for the assignment I completed before the deadline.
- 6) It is my responsibility to check my progress at the end of each unit and notify the instructors for any discrepancy before it is too late.

### **Only For MAC Users:**

- 7) I understand that this class is for Microsoft Windows Operating System and Microsoft Office 2016. If I am using my MAC, I understand that I can do the training/simulation on my MAC. Projects and exams require Windows Operating System and Microsoft Office 2016 for the PCs. For this reason, I either will install Windows Operating System and Microsoft Office 2016 for Windows on my MAC or do my assignments in the OSCR labs and the libraries.

### **About Assignments**

I <your name> understand that

- 1) The week's assignments will be opened on Saturdays at 8:00am and are due on Fridays at 8:59 pm, Arizona Time, of the same week they are assigned. I will start working on the assignments early on the week, this will allow me to ask for help if needed or resolve some problems that may arise while working the assignment before Friday.
- 2) I understand, that even a minute late, is counted as late assignment by D2L and SAM/MindTap systems. I will be very careful with the deadlines.
- 3) For the first two assignments, I will make sure that the assignment is submitted correctly to the drop box by going to the drop box and confirming its presence in there. It is my responsibility to double-check it.
- 4) Late assignments due are absolutely not accepted once drop boxes are closed, with the exception of valid excuses with proofs.

- 5) For any excused absence I will notify my instructors before my absence and make the necessary arrangement to make it up. It is my responsibility to follow up and makeup my missed assignments within a week of my return. After a week of my return from an excused absence, I understand if I do not fulfill this requirement I forfeit the points for the assignment.
- 6) Grades will appear in D2L and I am responsible to check if I have all the scores for the assignments I completed.
- 7) Once grades are posted, if my grade is not there, or I believe there is a discrepancy, I will notify the instructors and resolve the issue within a week of the posting date. If I fail to resolve it within the specified time, I forfeit the points for the particular assignment.
- 8) All my assignments must be completed using Microsoft Office 2016 for Windows except for the training/simulation assignments that are browser based.
- 9) This course is Windows based. I cannot use the MAC operating system for this assignment except for the simulation assignments that are browser based.
- 10) If I want to use my MAC to do my projects I will make sure I have the Windows Operating System and Microsoft Office for Windows installed using Parrallels or Bootcamp. (I will consult the 24/7 help center for help in installing Windows and Office 2016 in my MAC)

## **CHEATING**

**I <your name> understand that**

- 1) The following are considered cheating:**
  - a. Not downloading my own files and working on files downloaded by other student.**
  - b. Taking someone else file and submitting as my own.**
  - c. Working together on the same file with another classmate and submitting it as your own**
- 2) Both parties involved in sharing files are equally guilty regardless of who did the assignment**
- 3) It is my responsibility to protect my files from thieves.**
- 4) I will not leave my files on public computers; I will save my files in my personal flash drive.**
- 5) I have read all the information related to Academic Integrity at <http://deanofstudents.arizona.edu/academicintegrityforstudents> . If I violate the University of Arizona Code of Conduct by cheating, I accept the consequences as stipulated by the Code of Academic Integrity of the University of Arizona.**
- 6) Cheating will result falling the course, expulsion from the course or a more sever action by the university.**
- 7) If I am caught cheating as defined above, I understand the instructors reserve the right to send my name to the Dean of Students Office for further disciplinary action as defined by the University's Code of Conduct for students. I also understand if I am found guilty of cheating the instructors reserve the right to lower my semester grade by one letter grade or fail me. In addition, if I am guilty, I will not be able to get an "A" in the course no matter what my final score is.**

**I <your name> certify that I have read and understood the rules for this course and I agree to abide by them. By signing this document, I agree to completely accept the consequences of failure to read, understand, and follow the rules of the class.**

**<date>**

## First Week Requirements

Dear ABE AGTM FCSC NSC PLS 120 SSII16 101 Student,

You are receiving this email because you are enrolled in ABE AGTM FCSC NSC PLS 120 SP17 course that is due to start on Wednesday, January 11, 2017. Welcome to ABE120 AGTM120 FCSC120 N SC120 PL S120 SP17 Microcomputer Application class. We hope you will have a wonderful learning experience developing skills in cyber competencies as we go through Microsoft Office and more. It is our hope what you learn in this semester will be useful in your tenure at the university and beyond. As you might have noticed in the schedule of classes when you registered, this is an online course.

That means the class will not meet in a regular classroom or laboratory. You are required to have access to the Internet and a computer with Microsoft Office 2016. **You are not required to have your own computer.** The University has OSCR labs and the libraries with Windows Operating System and Microsoft Office 2016 for you to use. The course will be managed through d2l course management system of The University of Arizona.

As we are approaching the start of the semester we will like you to read, understand, and take the necessary action for the following points:

1. You are expected to devote a minimum of 4 hours a week as you are taking a 3-unit course. Be prepared to do everything on time and avoid procrastination, as all assignments are dated and have automatic opening and closing time.
2. There will be online training/simulation assignments, projects, and exams. We were going to have all assignments due date on Fridays 8:59 pm AZ Time but we understand that there may be some of you who work fulltime during the week to have enough time to complete the assignments. For this reason, we have set the opening date to **Saturday 8:00am**. You are expected to have completed the assignments by Friday 8:59 pm Arizona Time. Any late submission after Friday 8:59 pm Arizona time will not be accepted. You should give yourself at least 15 minutes before the deadline time, to avoid server delays.
3. Assignments for the week will be posted in d2l by 8:00 am every Saturday and it is due by Friday **8:59 pm Arizona Time** of the same week.
4. Make sure you start working on the assignments early in the week. You can get help from Dr. Armando or me by appointment between 8:00am and 5:00pm on weekdays by email or face- to-face if you need it.
5. **All communication between students and instructors should be done strictly using The University of Arizona's email service.** The instructors are not responsible for answering other emails. Other emails will be ignored as we only keep record of communication through **The University of Arizona's email service.**
6. Instructors are responsible to read and respond emails up to 5:00 pm during weekdays. Emails after 5:00 pm will be answered the next morning. There will be no email response on weekends. Not getting email response between 5:00 pm and 8:00 am on weekdays and on weekends cannot be used as an excuse for late submission.

7. You have to check the News Item in d2l every Saturday morning, as that is where all the announcements for assignments and other activities are made. It is very crucial that you pay attention to what is put under News Item and any information sent by email if you want to successfully complete the course. All News Items are dated and will expire at the end of the week.
8. Check requirements, schedule of activities, class policies, and grading scheme in d2l
9. If you have not used d2l (desire to learn) course management system before, make sure you go to [d2l.arizona.edu](https://d2l.arizona.edu) site and read the documentation on how to use d2l. You can also get help through the UA's 24/7 computer help.
10. We will be using a software by Cengage called MindTap. MindTap is simply a browser-based assessment, training, and grading software. We will be using it for everything throughout the semester following the book materials.
11. This class is intended for WINDOWS Operating System users. You can do the training in either MAC or PC but for projects you have to use PCs. To do Projects if you are a MAC user you have to go and work in labs or other places where you will have access to PCs with Windows Operating System and Microsoft Office 2016 for Windows. The MAC version of Microsoft Office will not work.

### **MAC Users**

If you want to use your MAC for projects, you have to download and install Windows Operating System in your MAC's BootCamp drive and download and install Microsoft Office 365 on that drive. Both The Windows Operating System and Microsoft Office 365 are available for free from the UA software licensing site at <https://softwarelicense.arizona.edu> For help in downloading and installing these, please consult the 24/7 help center at the Martin Luther King Jr. Building on campus.

### **Requirements**

This semester we will be using New Perspectives Microsoft® Office 365 & Office 2016: Introductory, 1st Edition for textbook and MindTap software with SAM.

You are automatically enrolled in a course using Inclusive Access course materials that the UA Bookstore has contracted with this program. Your digital course materials will be available by the first day of class. These materials will be accessible using your UA NetID in d2l on the course's page: <https://d2l.arizona.edu/> once d2l and MindTap are linked (wait for instruction from us).

If you wish to keep access to the digital materials, do nothing and your Bursar Account will be billed \$106.70 after the add/drop deadline as "**UABKS-Inclusive Access CRS MTL.**"

If you wish to opt-out, you may do so by selecting the opt-out link option by Jan 24, 2017 11:59 PM.

Questions? Contact us at [uabks-inclusiveaccess@email.arizona.edu](mailto:uabks-inclusiveaccess@email.arizona.edu)

Do not attempt to buy the book online. You will end up paying more.

### **Instructors Information**

I and Dr Armando Barreto (abarreto@email.arizona.edu) are responsible for day-to-day follow-up of answering any questions you may have and grading. As I will be doing some traveling from time to time during the semester, you should send emails to both of us at the same time so that one of us especially Dr. Barreto can provide prompt responses for any question regarding this course. Thus, for all questions or any communications regarding this course should be sent to both of us at the same time i.e., the **TO: section of your email should have both abarreto@email.arizona.edu and myitayew@email.arizona.edu**. One of us will be responding as quickly as possible.

We hope you will have a very productive semester as you explore the power of Microsoft Office 2016 and more.

Best wishes,

Muluneh Yitayew