

Social Science 210 - Survival Skills for a Digital Age Spring Semester 2017



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Office Hours: Mondays 6pm - 7pm (Or by Appointment)

Lecture and Lab: Online in Blackboard Learn

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Course Description:

In this skills-based course, students learn the basics of computer hardware and software. They will learn to use research and analytic tools needed to meet the demands of upper-division course work. Students will create professional presentations and Web content using electronic and conventional source materials in a safe and responsible manner. In addition to basic skills, extensive use of the Internet this course puts the social world at the student's fingertips with the retrieval and analysis of survey data, exploration of the world using the latest in GIS technology, and participation in online collaborative communities appropriate to the social sciences.

Course Objectives & Specific Goals:

During the lecture and lab experiences within this course the student shall:

- Become familiar and comfortable with the basic hardware, software, and operation of personal computers in a Windows environment.
- Understand the uses and capabilities of word-processing, spreadsheet, presentation, database, communications, GIS & statistical analysis programs and demonstrate skill in their utilization.
- Evaluate software and hardware with an eye to meeting future personal and professional computing needs.
- Be familiar with capabilities and operation of the Internet and Local Area Networks.

Software Requirements:

Access to Microsoft Office 2013, specifically Word, Excel, PowerPoint & Access. Office 2013 is the version of Office that is officially supported by the University and the version available in campus labs. As such it is the version used in this class and in the textbook. Office 2007, 2010 & 2016 are similar but there will be some differences from the lecture and book. All other versions of Microsoft Office (2003 and prior, 2008, 2011, and the online 365 versions of office) are quite different and will be difficult to use for your homework. Other office suites such as Open Office, Libre Office, iWork, or Google Docs are not acceptable as they are completely different from what we will be doing in the class.

Required Text:

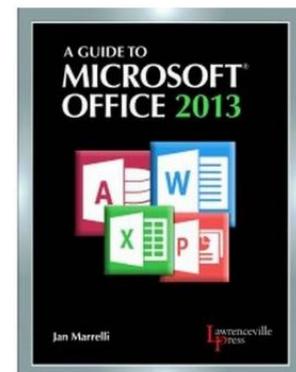
A Guide to Microsoft Office 2013 by Marrelli, Lawrenceville Press
ISBN: 978-0-82196-561-0 (Black, Soft Cover Version)

Blackboard Learn:

Blackboard Learn will be the source for all the information for this course. The weekly lecture videos, class syllabus, notes, assignments, quizzes, E-mail and more will be found in Blackboard Learn. It is very important that you become familiar with Blackboard Learn.

Skill Level Note:

It is expected that students will have basic knowledge of e-mail and web browsing in order to get started with the class. If you do not, consult with the instructor for additional help. Students who already have a strong technology background should talk to the instructor about the possibility of alternative assignments.



Academic Integrity:

Faculty expect students to maintain a high standard of academic integrity. If you are unclear about a specific situation, ask your instructors. They will explain what is and is not acceptable in their classes. If a student is thought to be cheating and charges are brought, the process can result in severe consequences, ranging from failure in an individual course to long-term suspension from the university and denial of a degree. Academic dishonesty, generally, is taking credit for work which is not your own or attempting to receive credit or improve a grade through fraudulent or deceptive means. Examples include taking information from or providing information to another student, plagiarism, or altering a grade or record. Consult the guide on Ethical Standards and Disciplinary Procedures for complete definitions. Copies of the Code of Student Rights and Responsibilities and answers to questions about academic honesty may be obtained in the Office of the Coordinator of Student Judicial Affairs (SSC 190, x6897).

Student Learning Outcomes

1. Written Communication: Students can express ideas in concise, coherent and grammatically correct prose.
2. Oral Communication: Students can deliver effective presentations using appropriate academic discourse and technologies.
3. Quantitative Reasoning: Students can interpret, analyze, and display quantitative information.
4. Diversity: Students will demonstrate knowledge of diverse cultural, ethnic, and social groups.
5. Information Literacy: Students can locate, evaluate and use needed information and sources in an ethical and legal manner.
6. Critical Thinking: Students can apply theories to real world situations in a reasoned and reflective manner by utilizing evidenced based methods from multiple disciplines.

ADA Statement:

Any student having a disability that adversely affects his or her ability to learn is encouraged to contact the Accessibility Resource Center (ARC) at 898-5959. If there is any student who feels that he or she may need an accommodation for any type of disability, please make an appointment to see me during my office hours.

Resources Available:

If you require assistance with this class, you have multiple resources available to you for assistance.

- Visit the instructor in his scheduled office hours.
- A tutor may be available for SOSC 210, contact the instructor if you are interested.
- Visit Information Technology Support Services (898-6000 or MLIB 142) for help with accounts.

Copies of work:

Always keep copies of the work you turn in. It is within the realm of possibility that I may occasionally misplace an assignment. A copy of your work clarifies and solves the problem.

Syllabus Disclaimer:

From time to time this syllabus statement may need to be amended. Students will be notified of syllabus changes on the class site in Learn. It will be the responsibility of the students to ensure they possess the latest version of the class syllabus.

Grading Scale:

Percentage Score	Letter Grade
94+	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
60-66	D
0-59	F

Assignment/Exam Breakdown:

	% Of the Class
Exams	22.5%
Homework	77.5%

Turning in Homework:

Homework must be turned in, unless otherwise requested, online through Blackboard Learn. Assignments are typically made available, unless otherwise noted, at Noon on Mondays, and are due the following Monday by Noon.

(FYI: 12 p.m. is Noon and 12 a.m. is Midnight) Homework is not accepted late unless arrangements are made with the instructor prior to the due date.

Important Things to Remember:

- #1 You must use the same software for the homework that we use in class. Other versions of the software, Mac versions, or other software like Open Office, Libre Office, iWork, or Google Docs are not the same, and not acceptable.
- #2 If you don't have the book, it will be very difficult to pass the class.
- #3 If you don't watch the lecture videos, it will be very difficult to pass the class.
- #4 If you don't do the homework, you will not pass the class.
- #5 Homework is not accepted late unless arrangements are made with the instructor prior to the due date.
- #6 It is imperative that you come in and talk to the instructor if you are having problems. If you have any special needs that might affect your performance in this course, please discuss those with the professor as soon as possible.