AGRICULTURAL AND CONSUMER ECONOMICS 161
FALL 2018 - MICROCOMPUTER APPLICATIONS

INSTRUCTOR:	Alexander C. Lo (Call me "Alex")
Office:	126 LIAC
e-mail:	alexlo@illinois.edu
Phone:	217.244.2162
Hours:	BY APPOINTMENT

MATERIALS FOR THE COURSE:
1) SAM 365 & 2016 Assessment, Training, and Projects Instant Access with Access to Reader for 6 months, 1st Edition **SEE BELOW FOR DETAILED PURCHASE INFORMATION**
2) One USB Flash/Thumb/Key Drive – no really necessary, but might make moving files around easier. (SUGGESTED)

SAM is an online testing and training tool for Microsoft Office 365/2016. Our course will utilize SAM for assessment of your work throughout the semester, and to provide supplemental instruction. **Every student must purchase an access code and register with SAM before the 2nd class meeting.** The access code will be unique for each student; you **CANNOT** share an access code. Students should buy online (requires credit card) directly from Cengage: http://www.cengagebrain.com/course/2714387

SCROLL DOWN – THERE ARE TWO PURCHASING OPTIONS, YOU DO NOT NEED THE MOST EXPENSIVE ONE FOR THIS COURSE.

When registering in SAM you will need the **Institution Key (iKey): T2034937**

If you are having problems with your purchase from Cengage, here is their contact information:

Customer Service/Tech Support Phone: 800-354.9706
Online support: http://support.cengage.com identify yourself as a student and "create a case"

It is recommended that for SAM students use either Mozilla Firefox or Google Chrome for their web browser. Other browsers DO NOT seem compatible.

DO NOT USE THE FREE TRIAL, STUDENTS HAVE TRIED THIS AND EVENTUNALLY IT WILL CLOSE OUT AND YOU WILL NOT BE ABLE TO USE THE GRADES FROM IT, RESULTING IN 0 FOR YOUR SCORES. IF YOU DO THIS AND LOSE GRADES THAT WILL BE YOUR FAULT AND THERE WILL BE NO RECOVERY OF SCORES. YOU MUST PURCHASE SAM.

SAM has embedded code within all work that will recognize shared work between students. Basically, it flags cheating, so just don't bother.

COMPUTER COMPETENCE AND AWARENESS: During class and when you work on your assignments, you will develop the capabilities to solve data-related problems with the microcomputer and software packages. You will be solving problems using the following packages from Office 2016/365: 1) Word processing – Word 2) Electronic spreadsheet and database management – Excel 3) Database management - Access 4) Presentation graphics - PowerPoint.

The goal of the course is that you gain capabilities to solve data-related problems using the microcomputer and general purpose software packages. You will become proficient in the use of the Microsoft Office 2016/365.

THIS INFORMATION IS SUBJECT TO CHANGE

ATTENDANCE: Regular attendance is essential for satisfactory progress to occur (NOTE: failure to take an exam when it is scheduled will result in an automatic zero). Only in extreme cases, as determined by the instructor and at the instructor's discretion, will unexcused absences be considered for makeup.

Full attendance points are earned when you arrive to class on time and use the class time for designated course participation. Anything less than this is subject to attendance point reduction.

If you do miss class, it will be your sole responsibility to acquire and learn all missed material.

TRAINING: Computer competence will be further attained by completion of projects and training exercises using SAM. The computers in the ACES Academic Computing Facility are available for use by this class. If you have access to other computers and the appropriate software packages, you may use those computers to complete assignments. The training exercises are broken down into three levels – Observe, Practice and Apply. These are designed to reinforce concepts covered in class. If the topic is new to the user, go through all 3 steps. If the topic is familiar, only Apply is necessary. **YOU MUST WAIT FOR SAM TO RETURN A MESSAGE STATING "APPLY COMPLETE" FOR IT TO COUNT. YOU MUST ALSO SUBMIT THE WORK BEFORE THE DUE DATE FOR THE GRADE TO COUNT. YOU MUST ALSO EXIT OUT PROPERLY FROM THE TRAINING BEFORE THE DUE DATE AND TIME TO HAVE IT COUNT.**

PROJECTS: Projects will be assigned throughout the semester. These exercises are due one week after they are assigned. They are due before your scheduled class time begins – the exact due date and time are posted on SAM. These will be submitted through SAM, and work can ONLY be submitted through SAM.

NO LATE WORK WILL BE ACCEPTED. TECHNICAL PROBLEMS ARE THE RESPONSIBILITY OF THE STUDENT AND IS NOT A VALID EXCUSE FOR MISSING WORK – START EARLY.

EXAMS: There will be 3 exams during the semester. All exams will be taken during designated class sessions in the Academic Computing Facility – ACES LIAC. Any exam taken outside of our facility will earn 0.

Illinois Compass: http://compass.illinois.edu
Items of note include:
Syllabus   Course Information and Policies.
Weekly Schedule   Breakdown of topics and due dates
Class Slides
Handouts

EVALUATION OF STUDENT PERFORMANCE:

	WEIGHT
Attendance and Training	15%
Weekly Projects	35%
Exams	50%

This course does not offer plus/minus grades. The scale is 90% (A), 80% (B), 70% (C), 60% (D), and below (F).

This is a three hour course that meets once a week for less than two hours. It is expected that students will spend additional time outside of class working on material for the course.

THIS INFORMATION IS SUBJECT TO CHANGE

IMPORTANT INFORMATION AND POLICIES

Academic Integrity

Cheating will NOT be tolerated. Any and all violations will be reported to your College. Academic integrity violations can be permanently on your University record.

The University of Illinois at Urbana-Champaign *Student Code* should also be considered as a part of this syllabus. Students should pay particular attention to Article 1, Part 4: Academic Integrity. Read the Code at the following URL: http://studentcode.illinois.edu/ .

Academic dishonesty may result in a failing grade. Every student is expected to review and abide by the Academic Integrity Policy: http://studentcode.illinois.edu/. Ignorance is not an excuse for any academic dishonesty. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor(s) if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity.

Students with Disabilities

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the as soon as possible. To insure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class should contact Disability Resources and Educational Services (DRES) and see the instructor as soon as possible. If you need accommodations for any sort of disability, please speak to me after class, or make an appointment to see me, or see me during my office hours. DRES provides students with academic accommodations, access, and support services. To contact DRES you may visit 1207 S. Oak St., Champaign, call 333-4603 (V/TDD), or e-mail a message to disability@uiuc.edu. http://www.disability.illinois.edu/.

Emergency Response Recommendations

Emergency response recommendations can be found at the following website: http://police.illinois.edu/emergency-preparedness/. I encourage you to review this website and the campus building floor plans website within the first 10 days of class. http://police.illinois.edu/emergency-preparedness/building-emergency-action-plans/.

Family Educational Rights and Privacy Act (FERPA)

Any student who has suppressed their directory information pursuant to *Family Educational Rights and Privacy Act* (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. See http://registrar.illinois.edu/ferpa for more information on FERPA.

THIS INFORMATION IS SUBJECT TO CHANGE