Course Description

Introduces popular personal computer applications and provides an overview of the Windows operating system. Covers Windows and the applications in the Microsoft Office Suite including: Word, PowerPoint, Excel, and Access through numerous hands-on assignments. Introduces the Internet for criminal justice related research.

Prerequisites

None

Course Textbook


Course Software/Tools

In order to complete the assignments in this course, you will need to have access to the following software and tools:

Microsoft Office 2010 including Word, Excel, PowerPoint, and Access

You will need the Microsoft Office 2010 Suite software that includes Word, Excel, PowerPoint, and Access. You WILL need Access for this course. Some versions of Office do not come with Access. This course also covers Windows 7. However, you do not have to have Windows 7 on your computer to complete this course. A computer with Windows is preferred, so if you have a Mac, please contact your instructor for additional information.

Use the link below to get a copy of Office 2010 for $99.99. This version has all of the software you need for this course, as well as several other applications. You will have to enter your school information, and they will contact CSU to verify your eligibility since CSU does not provide you with a school e-mail address.


Use the link below to get a free trial version of the Office 2010 software from Microsoft's website. You may use any of the trial versions as long as the one you choose has Word, Excel, PowerPoint, and Access.


Student Data Files

You will need the Student Data Files provided by the publisher in order to complete the assignments in the reading and on the assessments. These can be found on the companion website.
Troubleshooting Student Data Files

**International Students** - If you are experiencing difficulties when downloading the student data files please attempt the following method:

2. Enter the ISBN number found on the back of the book at the “Find Your Book” search box located at the top of page.
3. You can then download the provided “Data Files for Students”.

If you are still unable to download the student data files please contact your course professor for assistance.

**Students with a Mac** – If you are experiencing difficulties when opening the student data files please attempt the following method:

1. After downloading the files you will need to change the file extension from a .exe to a .zip. This will allow these files to be opened.

Course Learning Objectives

Upon completion of this course, students should be able to:

1. Demonstrate basic Windows operations and evaluate the need for basic Windows operations in criminal justice administration.
2. Create and format Microsoft Word documents and determine the various applicable uses for word processing in criminal justice operations.
3. Demonstrate the ability to use fundamental features in Microsoft Word that contribute to professional documentation for criminal justice administration.
4. Create and format Microsoft Excel spreadsheets that include formulas to manipulate data for criminal justice related operations.
5. Define and analyze how a database and its components gather and organize large amounts of data to create an efficient resource for criminal justice personnel.
6. Create and format a database using Microsoft Access and evaluate the use of databases in law enforcement and other criminal justice operations.
7. Describe the components within a Microsoft PowerPoint presentation and utilize those components by creating and formatting presentations.
8. Utilize the Internet for criminal justice related research and evaluate the need for computer knowledge as a tool for combating local, national, and international crime.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives:** Each unit contains learning objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Summaries:** Each unit contains an overview, or summary, of the information to be covered.
3. **Reading Assignments:** Each unit contains reading assignments from one or more chapters from the textbooks.
4. **Course Software/Tools:** You will need the Microsoft Office 2010 Suite software that includes Word, Excel, PowerPoint, and Access. You WILL need Access for this course. Some versions of Office do not come with Access. This course also covers Windows 7. However, you do not have to have Windows 7 on your computer to complete this course. A computer with Windows is preferred, so if you have a Mac, please contact your instructor for additional information.
5. **Learning Activities (non-graded):** Non-graded learning activities are provided to aid students in their course of learning.
6. **Key Terms:** Key terms are intended to guide students in their course of study. Students should pay particular attention to key terms as they represent important concepts within the unit material and reading.
7. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

8. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

9. **Assessments:** Units I, II, IV, V, VI, and VII all contain unit assessments, which are composed of ten multiple-choice questions and two written response questions.

10. **Course Report Proposal:** Students will submit for grading a Course Report Proposal in Unit III. Instructions are provided below.

11. **Course Report and Presentation:** Students will submit for grading a Course Report and Presentation in Unit VIII. Instructions are provided below.

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**Course Report Proposal (UNIT III)**

Based on the information on the websites that you will use in Unit III (and the ones we will cover in Unit VIII), you will formulate a topic for a research report that you will develop later in the course and submit for a grade in Unit VIII (see instructions below).

The assignment for Unit III is a **Course Report Proposal**. In this proposal, you will describe your topic, your audience, and your proposed final report and its contents. There is not a specific format for this proposal, but it is highly suggested that you use a formal structure such as the Sample Proposal Structure provided below. This sample structure is a modification of the one found at: [http://mason.gmu.edu/~montecin/res-pap-pro.html](http://mason.gmu.edu/~montecin/res-pap-pro.html)

Keep in mind the project requirements as you create your proposal. See below for the Course Report and Presentation requirements.

For the references section of your proposal, you should have about 10 separate sources listed. This information should be on a separate page called **References**. Your final reference page in the **Course Report** should have a minimum of 5 sources, each of which must be used as a source in your paper. Do not put any sources in your reference list that you have not used in your paper. It is possible for some of your sources to change as you become more deeply involved in writing your paper. You may change your references as you write your paper.

**Submit your Course Report Proposal using the Course Report Proposal link provided in Unit III.**

**Let your instructor know if you have any questions.**

**You may begin working on your final Course Report and Presentation as soon as your proposal has been graded and you have received feedback from your instructor.**

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**Sample Proposal Structure**

Use the following structure or one similar to create your report proposal. The information between contained in brackets throughout this document are to guide you.

**Date:**

**To:** [Professor’s Name]

**From:** [Your name and email address]

**Subject of my paper:** [Broad topic or Title]

**My Major and why writing about this topic will be beneficial to me:** [If you are not vested in your topic, chances are your incentive to write about the subject will be weak. If you are interested in the topic, you will probably write a better paper.]

**My thesis:** [The thesis is generally a sentence or two, which comes after the introductory material and states the main point(s) in your paper. It is **NOT** a question. If your subject were fertility treatments, for example, your thesis might be “The high number of multiple births is forcing society to examine the ethical issues that are caused by fertility drugs and invitro fertilization.”]
Approach to the subject of my paper: [Try to envision a logical way to present your material. In what order will you present your material to best address the issues? Will you have to define any terms? If so, which ones? Will you have to clarify terms and concepts? Do you think that inserting anecdotal evidence – for example, high profile stories of people who have had multiple births, as in the case above – will help your reader understand your paper? Will you show opposing viewpoints? Will you discuss the plusses and minuses of different platforms that perform similar functions? Will you be comparing and contrasting? Will you be categorizing some information? Perhaps you will be using a number of these approaches in your paper. Let me know where you think you are headed. This can be written in a paragraph or outline format.]

Intended audience: [Your readers should not be specialists in your field. Assume that your readers have, in general, your level of education, but are not necessarily majoring in the same subject. You will have to define terms and explain concepts. But beyond these obvious ground rules, discuss how people or a group of people might benefit from reading your paper. For example: again using the multiple birth example from above, might prospective users of fertility clinics (childless husbands and wives) benefit from the information in your paper?]

Graphs, charts, pictures, etc: [Graphs and charts are not valuable unless they truly help the reader better understand some aspect of your paper. Be sure to document charts and graphs from other sources. Charts and/or graphs should not stand alone. They should complement textual descriptions. Refer to the chart or graph in the text where you discuss the information.]

Documentation Style: [APA style is preferred, but any style that clearly states your sources is acceptable.]

Tentative List of References: [You should have about 10 separate sources listed. This information should be on a separate page called References. Your final reference page in the Course Report should have a minimum of 5 sources, each of which must be used as a source in your paper. Do not put any sources in your reference list that you have not used in your paper. It is possible for some of your sources to change as you become more deeply involved in writing your paper. You may change your references as you write your paper.]

Course Report and Presentation – Instructions (Unit VIII)

For Unit VIII, you will create a Course Report and Presentation based on the topic presented in the proposal you will submit in Unit III. Your topic should involve an area of criminal justice that you are familiar with or very interested in. The topic should be something that you might research and present at work, a community meeting, in court, etc. Your report should include a 5-7 page Word document and a 5-7 slide PowerPoint presentation on your proposed topic.

You should use the sources provided in your textbook, The Definitive Guide to Criminal Justice and Criminology on the World Wide Web, and the Office 2010 skills and techniques you learned in this course to create a well-structured and persuasive report.

Your report should contain at least 6 of the 9 elements listed below. Of course, you will customize these elements for your report, and they should be relevant to your topic and help prove your thesis to the audience.

1. Graph created by you in Excel
2. Spreadsheet created by you in Excel
3. Table created by you in Word
4. Picture or graphic downloaded from the Internet
5. At least 2 Hyperlinks
6. Template downloaded from Microsoft and completed with information relevant to the report
7. Form or report mock-up created in Word
8. Survey created in Word
9. Any other Office 2010 or internet component relevant to your topic for which you receive approval from your instructor

You should use as many of the above components in your PowerPoint presentation as you deem necessary. Be sure to follow the guidelines for effective presentations presented in Unit V. Make sure your report is structured in a manner that is professional and suitable for your audience, and your sources (including any pictures or graphics downloaded from the Internet) need to be clearly documented.
Your final reference page in the Course Report should have a minimum of 5 sources, each of which must be used as a source in your paper. Do not put any sources in your reference list that you have not used in your paper. It is possible for some of your sources to change as you become more deeply involved in writing your paper. You may change your references as you write your paper.

You may zip your Course Report and Presentation into one file and submit it or submit each separately using the Course Report and Presentation link provided in Unit VIII. The link will allow you to upload more than one file by using the Browse button for each file.

NOTE: The 5-7 page requirement listed above for the report includes all text, graphics, and your bibliography.

Make sure to contact your instructor immediately if you have any questions or concerns.

**APA Guidelines**

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guidelines Summary” is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

**CSU Grading Rubric for Papers/Projects**

The course papers will be graded based on the CSU Grading Rubric for all types of papers. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions. To view the rubric, click the Academic Policies link on the Course Menu, or by accessing the CSU Grading Rubric link, found in the Learning Resources area of the myCSU Student Portal.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

**Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive email updates from the forum. You will not be able to unsubscribe after your course end date.**

[Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.]

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.
Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Assessments (6 @ 12%)</td>
<td>72%</td>
</tr>
<tr>
<td>Course Report Proposal (Unit III)</td>
<td>10%</td>
</tr>
<tr>
<td>Course Report and Presentation (Unit VIII)</td>
<td>18%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
# MCJ 5078, Computer Applications for Criminal Justice Administration
## Course Schedule

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

<table>
<thead>
<tr>
<th>Unit I</th>
<th>Essential Concepts and Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>☐ Microsoft Office 2010</td>
</tr>
<tr>
<td>Submit:</td>
<td>☐ Assessment</td>
</tr>
</tbody>
</table>

Notes/Goals:

<table>
<thead>
<tr>
<th>Unit II</th>
<th>The Internet, Search Engines, and Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>☐ The Definitive Guide to Criminal Justice and Criminology on the World Wide Web</td>
</tr>
<tr>
<td></td>
<td>☐ Appendix A: A Brief History of the Internet</td>
</tr>
<tr>
<td></td>
<td>☐ Appendix B: Search Engines</td>
</tr>
<tr>
<td></td>
<td>☐ Appendix C: Security Issues</td>
</tr>
<tr>
<td>Submit:</td>
<td>☐ Assessment</td>
</tr>
</tbody>
</table>

Notes/Goals:

<table>
<thead>
<tr>
<th>Unit III</th>
<th>Criminal Justice and the World Wide Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>☐ The Definitive Guide to Criminal Justice and Criminology on the World Wide Web</td>
</tr>
<tr>
<td></td>
<td>☐ Chapter 1: Five Years Later</td>
</tr>
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<td></td>
<td>☐ Chapter 2: Police</td>
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<td></td>
<td>☐ Chapter 3: Courts</td>
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<td></td>
<td>☐ Chapter 4: Corrections</td>
</tr>
<tr>
<td>Submit:</td>
<td>☐ Course Report Proposal</td>
</tr>
</tbody>
</table>

Notes/Goals:
## Unit IV: Introduction to Microsoft Word

**Review:**
- Unit Study Guide

**Read:**
- Microsoft Office 2010
  - Word 2010 Chapter 1: Creating, Formatting, and Editing a Word Document with Pictures
  - Word 2010 Chapter 2: Creating a Research Paper with Citations and References
  - Student Data Files

**Submit:**
- Assessment

**Notes/Goals:**

## Unit V: Introduction to Microsoft PowerPoint

**Review:**
- Unit Study Guide

**Read:**
- Microsoft Office 2010
  - PowerPoint 2010 Chapter 1: Creating and Editing a Presentation with Clip Art
  - PowerPoint 2010 Chapter 2: Enhancing a Presentation with Pictures, Shapes, and WordArt
  - Student Data Files

**Submit:**
- Assessment

**Notes/Goals:**

## Unit VI: Introduction to Microsoft Excel

**Review:**
- Unit Study Guide

**Read:**
- Microsoft Office 2010
  - Excel 2010 Chapter 1: Creating a Worksheet and an Embedded Chart
  - Excel 2010 Chapter 2: Formulas, Functions, and Formatting
  - Student Data Files

**Submit:**
- Assessment

**Notes/Goals:**
<table>
<thead>
<tr>
<th>Unit VII</th>
<th>Databases and Microsoft Access</th>
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<tbody>
<tr>
<td>Review:</td>
<td>- Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>- Microsoft Office 2010</td>
</tr>
<tr>
<td></td>
<td>- Access 2010 Chapter 1: Databases and Database Objects: An Introduction</td>
</tr>
<tr>
<td></td>
<td>- Access 2010 Chapter 2: Querying a Database</td>
</tr>
<tr>
<td></td>
<td>- Student Data Files</td>
</tr>
<tr>
<td>Submit:</td>
<td>- Assessment</td>
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</table>

Notes/Goals:

<table>
<thead>
<tr>
<th>Unit VIII</th>
<th>Criminal Justice and the World Wide Web, Continued</th>
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</thead>
<tbody>
<tr>
<td>Review:</td>
<td>- Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>- The Definitive Guide to Criminal Justice and Criminology on the World Wide Web</td>
</tr>
<tr>
<td></td>
<td>- Chapter 5: Criminology and Victimology</td>
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<td>- Chapter 6: Juvenile Justice</td>
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<td>- Chapter 7: Forensics/Criminalistics</td>
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<td></td>
<td>- Chapter 8: Ethics in Criminal Justice</td>
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<tr>
<td>Submit:</td>
<td>- Course Report and Presentation</td>
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</table>

Notes/Goals: