



SYLLABUS

CIS 146 – Sections F01, F02, F03, F04, M01, M02

Credit Hours: 3

Microcomputer Applications

Fall 2017

Course Information

Prerequisite(s)	None			
Course Description	This course is an introduction to the most common software applications of microcomputers and includes 'hands-on' use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites; such as word processing; spreadsheets; database systems; and other features found in current software packages. Upon completion; students will understand common applications and be able to utilize selected features in these packages.			
Student Learning Outcomes	<p>At the end of this course students will be able to use:</p> <ul style="list-style-type: none"> • Word to: <ul style="list-style-type: none"> ○ find and correct spelling and grammatical errors ○ apply font formatting and copy/paste formatting ○ adjust paragraph spacing, alignment, and margins ○ apply styles, themes, and table formatting • Excel to: <ul style="list-style-type: none"> ○ create formulas with absolute and relative cell references ○ specify and format worksheets for printing ○ apply number formats ○ create and format basic charts • Access to: <ul style="list-style-type: none"> ○ create tables and specify field properties ○ create simple forms and add records to tables ○ sort and filter records in a table ○ create simple table queries involving two related tables ○ create simple reports and labels • PowerPoint to: <ul style="list-style-type: none"> ○ create a presentation with media and animations ○ apply themes and transition 			
Class Days and Time	Section	Days	Time	Campus and Location
Campus and Class Location	CIS 146 - F01	MW	8:30 am - 9:45 am	Fredd - Building 100 - RM 133
	CIS 146 - F02	MW	10:00 am - 11:15 am	Fredd - Building 100 - RM 133
	CIS 146 - F03	MW	1:00 pm - 2:15 pm	Fredd - Building 100 - RM 133
	CIS 146 - F04	MW	2:30 pm - 3:45 pm	Fredd - Building 100 - RM 118
	CIS 146 - M02	TR	1:00 pm - 2:15 pm	Martin Campus- RM 2361
	CIS 146 - M03	TR	2:30 pm - 3:45 pm	Martin Campus - RM 2356
Required Textbook and Course Materials	Illustrated Microsoft® Office 365 & Office 2016: Fundamentals by Hunt and Clemens (2016) SAM 365 & 2016 Assessment, Training and Projects Printed Access Card			

Last Date of Withdrawal	Tuesday, November 21, 2017																					
Make-up Policy	An excused absence allows a student to make up any work tied to the specific date of the absence. I strive not to require activities tied to a specific date. When there is a requirement it will be announced at least one week in advance and it is preferred that excused absences be handled prior rather than after the date in question. Makeup work may require time outside normal class hours. Credit will not be awarded for attending class for any absence, excused or otherwise. Attendance itself will never be used punitively.																					
Daily Activities.	Tutorials, projects, training and/or assessment activities will make up the average day.																					
Final Examination	<table border="1"> <thead> <tr> <th>Section</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>CIS 146 - F01</td> <td>Wednesday, December 13</td> <td>8:00 a.m. - 10:00 a.m.</td> </tr> <tr> <td>CIS 146 - F02</td> <td>Monday, December 11</td> <td>10:30 a.m. - 12:30 p.m.</td> </tr> <tr> <td>CIS 146 - F03</td> <td>Monday, December 11</td> <td>1:00 p.m. - 3:00 p.m.</td> </tr> <tr> <td>CIS 146 - F04</td> <td>Wednesday, December 13</td> <td>1:00 p.m. - 3:00 p.m.</td> </tr> <tr> <td>CIS 146 - M02</td> <td>Tuesday, December 12</td> <td>1:00 p.m. - 3:00 p.m.</td> </tr> <tr> <td>CIS 146 - M03</td> <td>Thursday, December 14</td> <td>1:00 p.m. - 3:00 p.m.</td> </tr> </tbody> </table>	Section	Date	Time	CIS 146 - F01	Wednesday, December 13	8:00 a.m. - 10:00 a.m.	CIS 146 - F02	Monday, December 11	10:30 a.m. - 12:30 p.m.	CIS 146 - F03	Monday, December 11	1:00 p.m. - 3:00 p.m.	CIS 146 - F04	Wednesday, December 13	1:00 p.m. - 3:00 p.m.	CIS 146 - M02	Tuesday, December 12	1:00 p.m. - 3:00 p.m.	CIS 146 - M03	Thursday, December 14	1:00 p.m. - 3:00 p.m.
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Tutors and Office of Specialized Student Services	"Shelton State Community College is dedicated to the success of its students. To further that goal, free tutoring is available to all currently enrolled students. If you need additional assistance to succeed, you should contact Amanda Harbison at aharbison@sheltonstate.edu . If you have a disability and need accommodations to help you be successful, you should contact Michele Minor at m.minor@sheltonstate.edu or visit her in the Office of Specialized Student Services."																					
Emergency Preparedness and Sexual Misconduct	Shelton State Community College continues to be committed to a safe teaching and learning environment for students and employees. In an effort to further strengthen efforts at keeping the College Community free from weapon-related violence and to eradicate sexual misconduct crimes and infractions, SSCC has recently enacted the following policies that address these areas specifically. Sexual misconduct is an often underreported crime, and victims should be aware that SSCC has a confidential process in place for reporting such actions and for helping victims identify resources for assistance. Links to these policies and other important emergency preparedness related topics may be found on the College's website: http://www.sheltonstate.edu/discover_sccc/emergency_preparedness.aspx .																					

Instructor Information

Instructor	Dr. Yessick
Instructor's E-mail and Phone Number	dyessick@sheltonstate.edu (205) 391-2968
Student Hours and Location for Student Hours	Office: Martin 2521 Drop ins welcome. Notice preferred. Student Hours: 4pm-5pm Mon thru Thur, and 9:00-11:00 Friday
Division Chair's E-mail and Phone Number	Ashley McLeod amcleod@sheltonstate.edu (205) 391-5863

College Policy Information

Academic Misconduct	Whether or not academic misconduct has occurred and what classroom sanctions, if any, are to be applied are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the appropriate associate dean.
Academic Misconduct Sanctions	Any assignment involved in academic misconduct will be awarded no credit, additionally the student overall grade will be dropped no less than the value of the assignment by assigning a grade of minus 100 percent (-100) to the at the end of the semester. Students may self-report during the semester for leniency. Copying, or allowing another student to copy, any part of your assignment, is considered academic misconduct.
Attendance Policy	<p>Registration for a class makes the student responsible for attending the class until completed unless officially withdrawn. Students are expected to attend class as scheduled. In an online course, attendance is demonstrated by a student's participation in an academically-related activity, such as submission of an academic assignment or exam or contributing to an online discussion forum. Excessive absences and/or tardiness may interfere with the student's ability to complete the course successfully.</p> <p>The manner in which make-up work, tests, or assignments are given for excused absences is determined by the instructor. Possible excused absences include representing the College in officially-approved activities, military service, accidents, court appearances, illness of the student or an immediate family member, or the death of an immediate family member. The student must submit appropriate documentation of extenuating circumstances for an excused absence to the instructor and make arrangements for any make-up work within one week of the last day of the excused absence. It is the student's responsibility to make arrangements with the instructor to make up missed coursework. Work-related excuses, childcare issues, and/or travel are not considered excused absences. Instructors are not required to provide make-up opportunities for unexcused absences or to give additional time to students who are tardy for tests or quizzes.</p> <p>Attendance requirements in programs that lead to board licensure or certification may differ from this policy. Students should consult program policies and guidelines for details.</p>
Standard College Policies	The College catalog and website detail standard College policies for all teaching and learning activities. This class syllabus is intended to give further detail about the policies and expectations in <i>this</i> class. Students are expected to be aware of and abide by College policies in every class.
Student E-mail	All students who are registered for classes at Shelton State Community College are provided a College e-mail account. Electronic mail is the official method of communication for delivery of information. The College will use College e-mail accounts to send official communications to the student body. Students can access their College e-mail account through myShelton.

Grading:

Grading Categories. Your grade will be composed from training, projects and assessments in the following general categories¹: 30% Word 30% Excel 20% Access 20% PowerPoint

<i>Activities</i>	<i>Percentage of Grade</i>	<i>Student's Score</i>
Textbook Tutorials (11 Chapters)	11 %	
SAM Training (4 Subjects)	10 %	
SAM Projects (10)	30 %	
SAM Paths (ETE) (9)	27 %	
Individual Projects (3)	12 %	
Comprehensive Final Examination.	10 %	
	100 %	

Letter grades will be assigned according to the following:

<i>Percentage Grade</i>	<i>Letter Grade</i>
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

The College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs, and services in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. See more at the following: http://www.sheltonstate.edu/discover_ssc/eeoc_statement.aspx#sthash.ZEfKOVpJ.dpuf.

¹ Percentages are approximate.