

CIS 115: Microcomputer Applications

Course Syllabus - Fall 2010

Instructor Contact Information

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I will be available to students outside of class by appointment or during my posted Office Hours.

Course Description

CIS115 Microcomputer Applications. This is a hands-on class using the microcomputer in a variety of applications, including word processing, electronic spreadsheet, data base management, graphics and communications. The course will emphasize systems as well as applications software. Fundamentals such as hardware configurations, evaluation and comparative analysis of software and documentation will be presented.

Prerequisites

None

Textbook(s)

1. *Benchmark Series: Microsoft Office 2007 - Windows XP Edition*, Rutkosky & Rutkosky. Paradigm Publishing, 2008. ISBN: 978-0-76382-999-5.

Course Materials

Keycode for SNAP Software (bundled with textbook) -
128MB+ USB Storage Device
One package of SCANTRON Forms
Additional materials may be required by the instructor

Requirements

Final Grades for this course will be calculated as follows:

Homework Exercises	30%
In-Class Exercises	10%
Written and Hands-On Tests	50%
Final Exam	10%

1. Homework Exercises will be assigned during the semester. Some assignments may be graded as simply completed or not completed. Homework Exercises must be submitted by the due date for full credit. Late assignments will be marked down 25% for each week or part of a week that they are late. For example: an assignment turned in eight days late would be marked down 50%.
2. Participation in class discussions and exercises are an important part of this course, therefore all students are expected to attend class prepared to contribute to the discussion of course material. *Students who miss class will not be able to receive credit for any assignments completed in class that day*
3. Written tests will be given during the semester. These closed book tests will consist of Matching, True/False, Multiple Choice, Fill-In, Essay and Short answer questions.
4. Hands-On (Production) tests will also be given during the semester. These tests will consist of problems and exercises to be completed in a limited time using the appropriate software applications.
5. During the semester, there are three scheduled written exams and three production (hands-on) tests. The lowest score (either on a written or production test) will be dropped. Make up tests will only be given with **prior** permission of the instructor, otherwise, missed tests will receive a grade of zero. Make up tests must be taken within one week of the original scheduled test date. In the unlikely event that more than one test is missed, the final exam percentage will be increased to compensate.
6. The Final Exam will be a comprehensive test covering the applications discussed in this course. (NOTE: The final exam is scheduled at a different time than the regular class time.)
7. A grade of 'C' or better is required to meet the Computer Literacy (CL) requirements for graduation with an Associates Degree (see page 24 of 2010-2011 SCCC catalog.)

Grading Scale

Grades will be determined according to a standard grading scale.

A	92 - 100 %	B-	80 - 81 %	D+	68 - 69 %
A-	90 - 91 %	C+	78 - 79 %	D	62 - 67 %
B+	88 - 89 %	C	72 - 77 %	D-	60 - 61 %
B	82 - 87 %	C-	70 - 71 %	E	59 %

Policies

1. This course contains a number of hands-on assignments and projects which require use of the computer. Though some class time will be given for these assignments, students should plan to use the computers available in the Library or in the Achievement Center during open hours, as **there will not be sufficient time to complete the assignments in class**. The classroom computers are generally **NOT** available outside of scheduled class time.
2. Many students enjoy using their own personal computers to complete assignments. Students are responsible for completing their homework assignments on the version of the software used in class. Students who do not have the correct version of the software should plan to use the computers on campus. *No additional consideration for late work will be made due to technical or software issues with your computer.*
3. Classroom Etiquette: Be courteous in class by participating in the classroom experience. All cell phones, pagers, etc. should be turned off or to silent during class. Cell phones may not be used in the classroom (talking/texting/browsing) at any time. Personal media players (iPod, etc.) and computers should be put away and not used during class. Students who participate in disruptive behavior will be asked to leave the classroom.
4. All students are expected to be familiar with **and to follow** all of the guidelines set forth in the SCCC Student Code of Conduct, [available online](#) or in the college catalog. Of particular importance to students in this course are the sections on Technology and Academic Honesty (see 5 & 6 below).
5. Use of classroom computers is governed by the Acceptable Use Policy available in the Student Code of Conduct. Use of the classroom computers is reserved for class work only; students may not use classroom computers to work on personal work or visit sites such as Facebook, MySpace, eBay, iTunes or other non-class related sites.
6. St. Clair County Community College considers academic honesty to be an integral necessity of all academic performance. Instances of academic dishonesty will be treated as serious offenses. Students involved in activities such as cheating and/or plagiarism will be subject to disciplinary action.
7. Americans with Disabilities Act (ADA): St. Clair County Community College is committed to providing equal educational opportunities regardless of a student's disability. If you have a need for a disability accommodation or service, please contact the Achievement Center (located in the College Center, B100) by calling 810-989-5555. Reasonable accommodations and services will be provided to students with appropriate documentation from the Achievement Center, in accordance with federal, state, and the St. Clair County Community College guidelines.
8. Students are expected to keep current with all course work. Students who, for whatever reason, fall behind and are unable to complete the course requirements before the end of the semester are encouraged to withdraw and re-take the course at a later date. Incomplete grades are extremely rare, and will only be given if 90% of the course material prior to the final exam has been completed satisfactorily.

Course Objectives

A number of topics will be addressed in this course. Students achieving satisfactory performance should complete the following:

Computer Concepts & Operating Systems

1. Identify computer hardware for input, processing, output and storage.
2. Differentiate system and application software.
3. Define standard terminology for a Graphic User Interface (*icon, window, taskbar, title bar, minimize, restore, click, drag, etc.*)
4. Manipulate applications using a Graphic User Interface. (open, close, resize, tile windows, switch between applications, etc.)
5. View the contents of a disk and its directories.
6. Format and copy a diskette.
7. Copy, rename, delete and move files.
8. Create sub-directories (folders).

Word Processing

9. Enter, edit and delete text in a word processing document.
10. Save, Retrieve, and Print word processing documents.
11. Discuss common document formats. (Business Letter, MLA Research Paper, Memo, envelopes, etc.)
12. Use character formatting (fonts, style, size) in a word processing document.
13. Use paragraph formatting (line spacing, indenting, tabs) in a word processing document.
14. Align or justify text within a word processing document.
15. Use Headers and Footers in a word processing document.
16. Setup pages in a word processing document. (margins, landscape or portrait, etc.)
17. Use Tables for document formatting.
18. Use Footnotes in a word processing document.
19. Use word processing block operations. (copy, move, delete and format selected text)
20. Use the spelling and grammar tools in a word processing document.
21. Search and Replace in a word processing document.
22. Add graphics to a word processing document.

Spreadsheet

23. Plan a spreadsheet.
24. Enter, Edit and delete cell contents in a spreadsheets.
25. Save and retrieve a spreadsheet.
26. Define cell attributes (address, contents, format) in a spreadsheet.
27. Create cell formulas in a spreadsheet using mathematical operators.
28. Use numeric cell formats in a spreadsheet.
29. Use text cell formats (headings, alignment, fonts, etc.) in a spreadsheet.
30. Copy and move cell contents in a spreadsheet.
31. Insert and delete columns and rows in a spreadsheet.
32. Adjust column width and row height in a spreadsheet.
33. Use statistical functions (Sum, Average, Minimum, Maximum) in a spreadsheet.
34. Use logical functions (If) in a spreadsheet.
35. Use payment and date functions in a spreadsheet.
36. Work with ranges in functions.
37. Copy formulas that include Absolute and Relative Cell references.
38. Develop a chart or graph for a spreadsheet.
39. Print spreadsheet values, formulas and graphs.

Database

40. Understand database terminology and structure. (fields, records, files/tables)
41. Develop the database structure. (identify field names, types, sizes, keys)
42. Enter, edit and delete data from a database.
43. Manipulate database data using form and datasheet view.
44. Save and retrieve database information.
45. Create on-screen and printed data listings and reports.
46. Change a database structure.
47. Create Relationships between tables.
48. Query selected data in a database using criteria.
49. Add computed fields to a database query.
50. Sort data in a database using single and multiple keys.

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