

CIS 115: Section 10
Microcomputer Applications
Course Syllabus
Winter, 2007

Instructor Contact Information:

Instructor: Mrs. Anna Lanthier E-Mail: alanthier@sc4.edu
Office: AJT Bldg. – Room 207C Office Hours: Thursdays 5:25 – 6:10 p.m.
Phone: (810) 966-2580 (Work: 8 a.m. – 4:30 p.m.)

***Note:** I will be available to students outside of class hours during my posted office hours or by appointment. Preferred method of communication is via e-mail.*

Course Time / Location:

Section 10 – Monday, 6:15 – 10:00 p.m., AJT 202

Course Rationale:

This course introduces students from any program to the uses of a microcomputer to accomplish word processing, spreadsheets, or basic data base applications. Keyboarding skills are not required, but will be of assistance to prospective students. The course assumes no prior knowledge of computers on the part of the students.

Catalog Description:

CIS115 Microcomputer Applications. This is a hands-on class using the microcomputer in a variety of applications, including word processing, electronic spreadsheet, and database management. The course will emphasize systems as well as applications software. Fundamentals such as identifying computer hardware, file management, and problem solving methodologies will be presented. Microsoft Office 2003 suite is used in this course.

Contact Hours: 4 Credit Hours: 4

Prerequisites: None

Textbook:

Bundle

1. Microsoft Office 2003 Introductory Concepts and Techniques w/SAM. Shelly Cashman Series. Massachusetts: Course Technology, 1st Edition
2. SAM 3.0 for Microsoft Office 2003
3. 64MB USB Storage Device

Course Materials & Web Site:

- Long Form Scantrons (4)
- Course Website: <http://cis.sc4.edu/profs/alanthier/index.html>

Grading/Course Completion Requirements:

Final Grades for this course will be calculated as follows:

Homework Exercises	30%
In-Class Exercises	10%
Unit Assessments (Written & Production Tests)	40%
Final Exam	20%

- 1) **Homework Exercises** – These assignments are graded based on a RUBRIC scale which will be provided when homework exercises are assigned to students. Homework must be submitted with the RUBRIC sheet provided and by the due date for full credit. If you are absent, the responsibility to complete make-up homework rests with the student. Late submissions will be marked down 10% for each week late; up to point Unit Assessment is given on subject matter. Once Unit Assessment is taken no late homework will be accepted on subject topic. Variations from this policy would be made only if prior approval with instructor is made.
- 2) **In-Class Exercises** – Often practice exercises are done during the class period, along with additional hands-on assignments. These assignments are submitted for credit before end of class. In-class exercises must be completed during the class period and turned in the same day to receive credit. There is no make-up for In-Class exercises.
- 3) **Unit Assessments** - During the semester, there are six scheduled exams, three written and three production (hands-on) exams. The lowest single score of the six exams, either a written or production exam, will be dropped. Make up exams will only be scheduled if students make arrangements **before** the date of the scheduled assessment; otherwise, missed tests will receive a grade of zero.
- 4) **Final Examination** - The final examination for this course is comprehensive (includes material covered over the entire semester) and is held during the normal class time during final examination week. Please make arrangements with the instructor prior to this date if there is a conflict. You **must take the final examination** in order to complete the class.

Grading Scale:

A grade of "C" or better ($\Rightarrow 72\%$) is required to meet the Computer Literacy (CL) requirements for graduation with an Associates Degree (see page 72 of SC4 Catalog). Grades will be determined according to the standard grading scale listed below:

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

Policies:

1. **Attendance** – In class presentations/lectures and assignments are critical to the success of this course. If you miss a class, lecture slides are available on the course website for the current class as well as homework assigned during each session. You are required to turn in homework on established due dates regardless of your absence; late submissions are marked down 10% each week. Email submissions are accepted.
2. **Lab Time** - This course contains a number of hands-on assignments and projects that require the use of the computer. Though some class time will be given for these assignments, students should plan to attend the computer lab during open hours, as

there will not always be sufficient time to complete the assignments in class.

3. **Course Preparation** - Participation in class discussions is an important part of this course therefore all students are expected to attend class prepared by reviewing chapters in advance, come to class with textbooks, and storage devices.
4. **Missed Assessments** - There will be no make-up assessments unless prior arrangements are made with the instructor. All make up assessments will be completed within the 7 days following the scheduled assessment.
5. **Incomplete Grades** - 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.
6. **Academic Honesty** - Please see page 61 of the 2005-2006 SCCC catalog for the policy on academic honesty.
7. **Cell Phones and Pagers** - All cell phones and pagers should be either turned off or placed on vibrate (silent notification) while in the classroom. Please refrain from answering calls during class hours; utilize break time or leave classroom as needed.

Course Objectives:

A number of topics will be addressed in this course. When students complete the course, they should be able to:

Unit 1-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	Practice applications using a Graphic User Interface (open, close, resize, tile windows, switching between applications, etc.)
5.	Illustrate the contents of a disk and its directories
6.	Examine format and copying concepts.
7.	Apply copy, rename, delete and move file commands.
8.	Arrange sub-directories (folders).

Unit 2 - Word Processing	
9.	Apply word processing techniques by entering, editing and deleting text in a word processing document.
10.	Manage files by saving, retrieving, and printing 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.	Demonstrate alignment or justification skills 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.	Demonstrate Search and Replace in a word processing document.
22.	Arrange graphics in a word processing document.

Unit 3-Spreadsheet	
23.	Plan a spreadsheet
24.	Manage cells by entering, editing and deleting cell contents in a spreadsheet.
25.	Practice saving and retrieving 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.	Practice copying and moving cell contents in a spreadsheet.
31.	Practice inserting and deleting columns and rows in a spreadsheet.
32.	Operate editing features by adjusting 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.	Examine ranges in functions.
37.	Distinguish between absolute and relative cells when copying formulas.
38.	Sketch a chart or graph for a spreadsheet.
39.	Employ print features by generating spreadsheet values, formulas, and graphs.

Unit 4-Database	
40.	Define database terminology and structure (fields, records, files/tables)
41.	Apply the database structure (identify field names, types, sizes, keys)
42.	Manage data in a database by entering, editing, and deleting information.
43.	Interpret database data using form and datasheet view.
44.	Manage database information.
45.	Inspect on-screen and printed data listings and reports.
46.	Examine a database structure.
47.	Design relationships between tables.
48.	Assemble queries in a database using selected criteria.
49.	Revise computed fields to a database query by adding criteria.
50.	Select sorted data in a database using single and multiple keys.