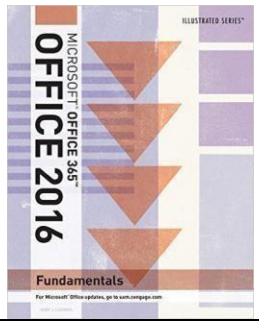
SHELTON STATE COMMUNITY COLLEGE

SYLLABUS CIS – 146 Online

3 Credit Hours
Microcomputer Applications
Spring 2019

SAM section is Spring 2019 Darrell Wright CIS-146 Online

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 include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current office suite software packages. Upon completion, the student will understand common applications and be able to utilize selected features of these applications.**
Student Learning Outcomes	***At the end of this course students will be able to use the following applications to:*** **Word** • find and correct spelling and grammatical errors • apply font formatting and copy/paste formatting • styles, themes, and adjust paragraph spacing, alignment, and margins table formatting **Excel** • create formulas with absolute and relative cell references • specify and format worksheets for printing • apply number formats • create and format basic charts **PowerPoint** • create a presentation with media and animations • apply themes and transitions **Access** • 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 and labels create simple reports
Class days *and* time	**Online**
Campus *and* Class location	**Online**

Required textbook *and* Course Materials		• **Illustrated Microsoft Office 365 & Office 2016: Fundamentals 1st Edition** **Authors: Hunt & Clemons** **Publisher: Cengage Learning** **ISBN: 978-1305878945** • **SAM 365 & 2016 Assessment, Training, and Projects with MindTap Reader**
Last Date of Withdrawal	April 26, 2019	
Make-up policy	**No make-up exams are given without permission of the instructor. If a student misses an exam due to an extenuating circumstance as listed below, the student will be allowed to have a makeup test on that material. An absence will be considered excused only if extenuating circumstances are DOCUMENTED. The student must be able to verify such circumstances as sickness, death in the immediate family, military service, or certain legal obligations.**	
Daily Activities, Class Participation, Pop Quizzes, etc.	**This course utilizes a Microsoft Office suite package to provide a limited introduction to the concepts of these areas and is designed to familiarize students with the operations of Windows based computers, specifically in relation to word processing, databases, spreadsheets, presentation packages and integrated application concepts.** **This course does not claim to make the students into experts on any of the topics discussed. Further classes are provided for selected software should such expertise be desired.**	
Final Examination	**There is no comprehensive final examination for this course. You will have multiple textbook assignments, SAMs projects and four exams to complete in this course.** **The Final Exam** **No final as such but May 7 is the last day to complete any class work.**	
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 have a disability and need accommodations to help you be successful, 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 website: http://www.sheltonstate.edu/discover_sscc/emergency_preparedness.aspx.**	
Quality Enhancement Plan (QEP)	The College's QEP is **REAL SKILL: Education that Prepares**. For more information visit sheltonstate.edu/qep.	

Screen shot from Shelton State Academic Calendar

Second Term Registration	Friday, November 2 – Wednesday, March 6 at 5:30 p.m.
Classes Begin	Tuesday, March 5
Drop/Add and Late Registration	Tuesday, March 5 – Wednesday, March 6 at 5:30 p.m.
Second Term Checks Mailed	Thursday, March 14
Spring Break (No Classes)	Monday, March 11 – Friday, March 15
Summer 2019 Registration Opens	Friday, April 12 at 8:00 a.m.
Financial Aid 60% Point – Second Term	Monday, April 15
Last Day to Withdraw from Classes	Friday, April 26
Last Day of Classes	Tuesday, April 30
Final Exams	Wednesday, May 1 – Tuesday, May 7
Spring Graduation	Friday, May 10 at 10:00 a.m.

Instructor Information

Instructor	**Darrell Wright**
Instructor's Email *and* phone number	**dwright@sheltonstate.edu Office: Online** **Call/text (205) 799-7552 Be reasonable about when calling or texting since this my personal cell phone; responses are generally made within 24 hours.**
Student hours *and* location for Student Hours	**Online**
Division Chair's Email *and* phone number	**Ashley McLeod** **amcleod@sheltonstate.edu Office: #2512 (205) 391 – 5863**

Grading: Letter grades will be assigned according to the following:

Percentage Grade	*Letter grade*
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Assignment		Percent of Course Grade	Comments
Textbook Tutorials: Modules 4 - 14; do only the sections that are the white pages in each unit. Do **NOT** do any of the sections in yellow pages at the end of each unit, which are listed as Practice, Concepts Review, Skills Review, or Independent Challenge.			
Word Work		**28%**	
Textbook Module 4: Creating a Document.	Pages 100 - 117	2	Textbook Modules
Textbook Module 5: Enhancing a Document.	Pages 127 – 143	2	
Textbook Module 6: Adding Special Elements to a Document.	Pages 151 - 169	2	

SAM Project for Word 2016 Module 1		3	SAMs Modules
SAM Project for Word 2016 Module 2		3	
SAM Project for Word 2016 Module 3		3	
SAMs based **Word Test** Proctored		13	SAMs Based Test
Excel Work		**28%**	
Textbook Module 7: Creating a Worksheet. .	Pages 179 - 195	2	Textbook Modules
Textbook Module 8: Using Complex Formulas, Functions, and Tables.	Pages 205 – 221	2	
Textbook Module 9: Working with Charts.	Pages 229 - 245	2	
SAM Project for Excel 2016 Module 1		3	SAMs Modules
SAM Project for Excel 2016 Module 2		3	
SAM Project for Excel 2016 Module 3		3	
SAMs based **Excel Test**		13	SAMs Based Test
Power Point Work		**23%**	
Textbook Module 13: Creating a Presentation.	Pages 327 – 343	2	Textbook Modules
Textbook Module 14: Polishing and Running a Presentation.	Pages 351 - 367	2	
SAM Project for PowerPoint 2016 Module 1		3	SAMs Modules
SAM Project for PowerPoint 2016 Module 2		3	
SAM Project for Access 2016 Module 2		3	SAMs Modules
SAMs based **Access Test**		12	SAMs Based Test
TOTAL POINTS		**100%**	
SAMs based **PowerPoint Test** Proctored		13	SAMs Based Test
Access Work		**21%**	
Textbook Module 10: Creating a Database.	Pages 253 – 269	2	Textbook Modules
Textbook Module 11: Working with Data.	Pages 279 – 295	2	
Textbook Module 12: Creating Database Reports.	Pages 306 - 319	2	

OTHER IMPORTANT NOTES:

The information on the included schedule may be changed at the discretion of the instructor. It is your responsibility to check announcements on CANVAS and come to class to be aware of the changes. As such, all students must have access to theirShelton State CANVAS accounts. You can get to CANVAS by going to the following website: http://myelearning.sheltonstate.edu or by going to the Shelton state Home page: http://www.sheltonstate.edu then Clicking on
CURRENT STUDENTS then by clicking on the CANVAS link found under the "Computer & Web" heading.

UPLOADING ASSIGNMENTS:

Students are responsible for keeping a current backup copy of all of their work.

IMPORTANT ITEMS:

It is extremely important that you read the directions for each assignment. You will receive a grade of ZERO on assignments that are not submitted properly i.e. submitting incomplete documents, incorrect files, or not zipping files or folders when instructed to do so.

Details concerning the assignments can be found in CANVAS. Please refer to the syllabus for due dates and important course information.

TESTING:

THE WORD and POWERPOINT TESTS WILL BE TAKEN in a proctored environment using the SAMs software.

COMMUNICATION:

For documentation purposes, COMMUNICATION WITH THE INSTRUCTOR SHOULD BE DONE THROUGH CANVAS OR EMAIL. Check your CANVAS announcements and messages daily!!!

Course Schedule – Exam & Assignment Schedule:

******The dates listed may be changed at the discretion of the instructor. All assignment instructions will be located within CANVAS.

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: http://www.sheltonstate.edu/discover_sscc/eeoc_statement.aspx#sthash.ZEfKOVpJ.dpuf

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. .**

Attendance Policy	**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. Excessive absences and/or tardies may interfere with the student's ability to successfully complete the course.** **The manner in which make-up work, tests, or assignments are given for excused absences are 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 to the instructor and make arrangements for any make-up work within one week of the last day covered by the excuse. It is the student's responsibility to make arrangements with the instructor to make up missed coursework. Work-related excuses, child-care 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.** **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.** **In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.** **Examples of acceptable evidence of academic attendance and attendance at an academically related activity in a distance education program include:** • **student submission of an academic assignment,** • **student submission of an exam,** • **documented student participation in an interactive tutorial or computerassisted instruction,** • **a posting by the student showing the student's participation in an online study group that is assigned by the institution,** • **a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and** • **an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.**
Standard College Policies	**The college catalog and website detail standard college polices for all teaching and learning activities. This class syllabus is intended to give further detail about the policies and expectations in *this* class. Students are expected to be aware of and abide by College policies in every class.**
Student Email (Bucs Mail)	**All students who are registered for classes at Shelton State Community College are provided a college email account. Electronic mail is the official method of communication for delivery of information. The college will use college email accounts to send official communications to the student body. Students can access their college email account through MyShelton.**

Grade Appeals Policy and Procedures	• Grade appeals are accepted only when a student believes the instructor did not assign the grade correctly based on syllabus guidelines. • A student may appeal only the final grade in a class. For policies and procedures about grade appeals, see the SSCC Catalog and SSCC Student Handbook. • Questions about grades should be handled informally, if possible. If informal conversations between the instructor and student do not resolve an issue, a formal grade appeal may be filed. Click the following link for more information: http://catalog.sheltonstate.edu/content.php?catoid=12&navoid=343#earning-grades.

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. Important information about the educational debt, earnings, and completion rates of students attending programs can be found at sheltonstate.edu/gainfulemployment.