

Jefferson State Community College
Syllabus
For
CIS-146: Microcomputer Applications (MS-Office) - 13109
Fall 2010

Course Number:	CIS 146	Days:	<i>Tuesday</i>
Location:	Health Science Building 447	Course Call Number:	13109
Prerequisite:	Keyboarding skills recommended	Time:	11:00 – 12: 15 <i>PM</i>
Instructor:	<i>Syed Raza</i>	Credit Hours:	3
Telephone:	256-761-6313 (256) 493-2621 (cell)		

E-mail:
sqraza@talladega.edu

Text Book: Microsoft Office 2007: Introductory Concepts and Techniques,
Windows Vista Edition
By Shelly, Cashman, & Vermaat
ISBN-10: 1423927133
ISBN-13: 9781423927136
<http://www.course.com>

Note: You shall also need a USB drive (aka: pen drive, thumb drive, jump drive, flash drive, bus drive, cruzer mini drive, micro vault, etc.)

Course Description:

CIS 146 course is an introduction to the most common software applications for 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 of these packages.

Goal and Objective:

Cognitive objective:

To understand or comprehend fundamental knowledge of software application and its usages

Performance Objective:

To apply fundamental knowledge of software application and perform “**hands-on**” practice by using MS-Office

Professional Competencies/Objectives:

In this course, student should have Lab Assignments and in class projects which will lead them towards their professional and performance competencies

Student Learning Outcomes

At the conclusion of this course, the student should be comfortable with the following concepts:

1. Demonstrate the concepts of computer components
2. Understand the fundamental concepts of Software Application
3. Be able to use MS-Office suite
4. Understand the usage of MS-Word, Excel, Power Point and MS-Excess
5. Understand the concepts of Operating Systems
6. Create and Modify the Database by using MS-Access
7. Understand the basic concept of Database
8. Be able to use power point as a presentation tools

Evaluation Scheme

Students will be evaluated on their achievement of the identified Student Learning Outcomes.

Class Assignments and Test
Group Discussion
Quizzes
Class Project

GRADING: The final grade for this course will be calculated according to the following criteria:

Assignments, Quizzes /Practice Test	50%
In Class Test	20%
Midterm	15%
Final Exam	15%

Final letter grades for the course will be assigned according to the following scale:

Letter Grade	Scale	Letter Grade	Scale
A	100% - 90%	F	< 60%
B	89% - 80%	W	TBD
C	79% - 70%	I	By Written Request of Student
D	69% - 60%		

MAKE UP WORK: As agreed between student and instructor (case-by-case basis.)

LIBRARY RESOURCES AND ASSIGNMENTS: The college library will serve as an important resource for graded research assignments for this and other classes offered by the College.

DISCLAIMER: The course syllabus provides a general plan for the course; changes may be necessary pending intervening circumstances that in the judgment of the instructor require the addition or deletion of material and/or assignments. Any changes shall be communicated to the students in a timely manner.

DEPARTMENTAL/INSTRUCTOR CLASS POLICIES

The following policies have been adopted by the instructor of the course and/or the academic department to make the class environment as conducive to learning as possible. These policies are designed to ensure that all students are treated equitably and held to standards that will adequately prepare them for further academic study and/or professional success.

1. Make every attempt to attend classes, Participate Lab Exercise / Projects: “Be curious always. For knowledge will not acquire you, you must acquire it.”
2. Support those around you who may be struggling with the content, skills development, and other activities. You never know who you may be grouped with during the Team or Group Project

INSTITUTIONAL POLICIES

DISABILITY POLICY

The College complies with the provisions of the Americans with Disabilities Act (ADA) of 1990, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

It is the policy of the College that If you have any type of disability that may require accommodations to succeed in this course or this program, it is your responsibility to inform your instructor and/or the ADA Coordinator so that you and he or she can plan for such accommodations. You may inform your instructor after class, or you may contact the ADA coordinator on your campus.

SEXUAL HARASSMENT POLICY

The College affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful. Therefore, the College will not tolerate any verbal or physical conduct that constitutes sexual harassment of any employee or student. Such behaviors are prohibited by Federal regulations, which state: “Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical conduct of a sexual nature constitute sexual harassments when (1) submission to such

conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

The College deplures such conduct as an abuse of authority, and thus it is an official institutional policy that sexual harassment of employees and/or students will not be tolerated. The College accepts the proposition that sexual harassment, like any civil rights violation, generates a harmful environment. The administration of the College will act positively to investigate alleged harassment and to effect remedy when an allegation is determined to be valid. Complaints about sexual harassment should be registered in the office of the Title IX Coordinator on your campus.

ACADEMIC DISHONESTY POLICY

The primary goal of College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions that encourage scholarship are applauded; those conditions and actions that deter or discourage intellectual growth and development are deplored. Therefore, 'Academic Dishonesty' is defined as follows:

* Cheating on an exercise, test, problem, practice or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to: the use of unauthorized aids (such as crib sheets, written materials, drawing, etc.); copying from another student's work; soliciting, giving and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.

* Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is the act of using, in one's own work, the work of another without indicating that source.

* Use of tests or papers prepared by commercial or non-commercial agents and submitted as a student's own work.

Charges of academic dishonesty made against a student by a faculty member must follow the principles of due process. Faculty members must bring charges against a student in writing. A faculty member shall not give the grade 'F' or any punitive punishment for academic dishonesty unless guilt is established through the due process procedure.

Plagiarism:

Plagiarism and other academic offences for any course work will not be tolerated, and will be handled in accordance with TC regulations. All students are expected to be familiar with the regulations on and definitions of plagiarism.

WORK ETHICS PROGRAM

The College promotes employability skills in its students through participation in the Work Ethics Program. Business and industry leaders have identified essential work ethics that should be taught and practiced in order to develop a viable and effective workforce. The ten work ethics traits identified are stated below.

1. Attendance: Attends class, arrives/leaves on time; notifies instructor in advance of planned absences; and makes up assignments punctually.

2. Character: Displays loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline, and self-responsibility.

3. Teamwork: Respects rights of others; is a team worker; is cooperative; is assertive; displays customer service attitude; seeks opportunities for continuous learning; and displays mannerly behavior.

4. Appearance: Displays appropriate dress, grooming, hygiene, and etiquette.

5. Attitude: Demonstrates a positive attitude; appears self-confident; and has realistic expectations of self.

6. Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; and follows directions and procedures.

7. Organizational Skills: Manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.

8. Communication: Displays appropriate nonverbal and verbal skills.

9. Cooperation: Displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; and follows chain of command.

10. Respect: Deals appropriately with cultural/racial diversity and does not engage in harassment of any kind.

WORK ETHICS EXPECTATIONS FOR STUDENTS

As a student you are expected to:

- ❖ Attend each scheduled class period and be in class on time.
- ❖ Complete assignments on time.
- ❖ Prepare for class by reading assignments, completing homework, and bringing to class all necessary supplies and/or equipment. Evidence of this will be class presentation, instructor observations, lab assignments, and testing and evaluation.
- ❖ Demonstrate proper use of time by beginning and ending work as expected, observe policies on break and lunch periods, and use work time appropriately.

- ❖ Encourage and facilitate cooperation, pride, trust, and group identity as well as foster commitments and team spirit.
- ❖ Display a high level of effort and commitment to performing work, operate effectively within the defined structure, and demonstrate trustworthiness and responsible behavior.
- ❖ Participate in activities by contributing to class discussions, completing assignments, and being involved in lab activities.
- ❖ Observe established policies on safety and notify proper authorities of circumstances or situations that present potential safety hazards.
- ❖ Use all equipment and tools in a safe and proper manner. Do not use or knowingly permit others to use tools and equipment improperly.
- ❖ Present a neat, clean appearance, dress appropriately, practice personal hygiene, and wear clothing suitable to the job task and environment based on customers served.
- ❖ Communicate accurate information to others in a professional and courteous manner, convey a willingness to assist, work to resolve conflicts and to identify solutions in which all parties benefit, and demonstrate concerns for treating people fairly and equitably.
- ❖ Display a willingness to cooperate and accept constructive feedback. Treat your instructor and classmates with respect, courtesy and tact.

STATEMENT OF RECEIPT BY STUDENT

I certify that my instructor has provided me with a copy of the syllabus for this course.
I certify that I have been advised of the course content and course requirements;
Additionally, I certify that I have read the course participation, disability, sexual harassment, and academic dishonesty policies.

_____	CIS 146: Microcomputer Application
Student's Name (please print legibly)	Course Number/ Course Name

_____	_____
Student's Signature	Date

Provide two valid email contacts:

Provide two valid phone contacts:

