

CIS 205
Microcomputer Applications
Fall 2008 Syllabus

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or by appointment

Course Description

Introduction to microcomputer applications; emphasis on word processing, spreadsheet, database and graphics software.

Course Objectives

The purpose of this course is to allow the student to develop the following knowledge, skills, and abilities:

Knowledge

- Understand the basic principles of computer hardware and software
- Understand the characteristics of various types of productivity software

Skills

- Able to use Microsoft Word, Excel, Access, and PowerPoint

Abilities

- Capable of creating business documents, spreadsheets, databases, and presentations
- Capable of pursuing further study of microcomputer applications

Prerequisites

Keyboarding skills

Texts

CIS 205 Bundle

GO! with Microsoft Office 2007 Intro, Gaskin, Ferrett, Vargas & Marks
Technology in Action, Introductory, Evans, Martin & Poatsy
MyITLab access code

All students must have a new MyITLab access code, but may share or obtain used books. Access codes can be purchased separately online at the www.myitlab.com.

Required Technology

Web browser & internet connection

Classroom Policies

This is an online class. Therefore, you are not required to use the lab/classroom. However, if you choose to work in the lab, you must adhere to established lab policies as posted in the classroom. To ensure that all students are able to participate and benefit fully from classroom activities and to promote focus and prevent distraction, the following policies will be strictly enforced in the classrooms and labs:

- 1) Students may not use communications devices (e.g., cell-phones, pagers, text-messaging devices) in the classroom/lab. All such devices must be off or in silent-mode in the lab/classroom.
- 2) Children are not allowed in the classroom/lab.
- 3) Students should keep the classroom/lab neat and clean. Any trash (e.g., newspapers) should be placed in a trash receptacle, not left in the classroom.

Students with Disabilities

Students who have a disability that may require assistance or accommodation, or students who have questions related to any accommodations for testing, note takers, readers, etc., should speak with the course instructor as soon as possible and contact Student Disability Services at 662-846-4690 or send e-mail to Dr. Richard Houston with questions about such services. Disability Services is located in the Reily Student Health Center. Further information can be found at <http://www.deltastate.edu/pages/978.asp>.

Students with a disability who require accommodations should seek assistance at the Office of Student Disability Services in a timely manner, usually prior to the start of classes or as soon as a disability becomes known. Students with disabilities are required to request academic accommodations each semester they are enrolled.

When direct classroom accommodations are requested, the Office of Student Disability Services will provide the student with an Instructor Notification of Classroom Accommodations Form verifying that the student has a disability and stating the assigned reasonable accommodations. The student is responsible for requesting the form each semester and delivering it to all instructors. Instructors will be expected to assist with the provision of accommodations when reasonable and necessary. ***Instructors are not expected to compromise essential elements of a course or evaluation standards.***

Standards of Honesty

Cheating and plagiarism are not tolerated. If it is established that a violation has occurred, instructors determine the penalty as outlined in their course syllabi. The usual **minimum** [emphasis added] penalty for a first offense involves a grade of zero on the test, examination, or paper in question. A second offense in a subsequent semester will be reviewed for more stringent action and will usually result in suspension. Any additional offenses will usually result in expulsion from

the university. All plagiarism offenses should be reported to the student's advisor, the division/department chair, the dean, and the Office of Academic Affairs. The latter shall maintain records to track multiple offenses.

- [Bulletin of Delta State University, 2006-2007](#)

IMPORTANT NOTE: All homework assignments, quizzes, tests, and other exercises are to be considered individual assignments unless the instructor specifically identifies an assignment as a group assignment. Written assignments will be submitted to TurnItIn.com to verify the originality of the work.

The academic discipline policy of Delta State University will be strictly followed in this course. Violation of the policy by any type of academic misconduct will result in the following sanctions:

1st offense: Grade of zero for the assignment and reduction of the course grade by one letter grade.

2nd offense: Grade of 'F' for the course and recommendation to Provost that the student be suspended.

Appropriate Use Policy

All members of the Delta State University community must use electronic communications in a responsible manner. The University may restrict the use of its computers and network systems for electronic communications, in response to complaints presenting evidence of violations of other university policies or codes, or state or federal laws. Specifically, the university reserves the right to limit access to its networks through university-owned or other computers, and to remove or limit access to material posted on university-owned computers. The university reserves the right to limit access to its networks through university-owned or other computers, and to remove or limit access to material posted on university-owned computers.

- [Appropriate Use Policy](#), DSU Policy Manual

The appropriate use policy of Delta State University will be strictly followed in this course. Violation of the policy will result in a grade of F in the course. The student should refer to the DSU Policy Manual for general definitions of appropriate use.

Attendance

As this is an online course, you will not attend lecture. For the purposes of reporting to the registrar or financial aid office, "last date of attendance" will be recorded as the date of the last assignment submitted. Furthermore, if a student has not accessed Blackboard **and** myITLab by the "No Show" deadline (usually 2 weeks into the semester), the student will be reported to the registrar as a "No Show" and will be withdrawn from the course.

Course Requirements

MyITLab: Students will complete quizzes, self-tests, and training in myITlab. Students must complete **all** quizzes. In the MS Office simulator, students will be assigned Study Plans. Each Study Plan consists of a Pre-test, Training, and a Post-test. *If a grade of 70% is earned on the Pre-test, the student is not required to complete the Training or Post-test for that Study Plan.* However, students may complete the Training and Post-test to try to earn a higher grade. The higher of the Pre-test or Post-test will be recorded (Hence, there is no risk in taking the Post-test). **Students who earn less than 70% on a Pre-test must complete the Training and Post-test for that Study Plan.**

Exams: There will be five (5) exams during this semester. A student missing an exam due to a VERIFIED excused absence will be allowed to make up the missed exam during Finals Week. You must bring a photo ID with you to all exams.

Grading Policy

MyITLab	50%
Exam I (Computer Concepts)	10%
Exam II (MS Word)	10%
Exam III (MS Excel)	10%
Exam IV (MS Access)	10%
Exam V (MS PowerPoint)	10%

Grading Scale

<u>Score</u>	<u>Grade</u>	<u>Quality of Work</u>	<u>Real World Equivalent</u>
90 – 100%	A	Excellent	Merits a promotion
80 - 89%	B	Good	Merits a raise
70 - 79%	C	Adequate	Merits retaining job
60 - 69%	D	Poor	Merits reprimand
59 and below	F	Unacceptable	Merits losing job

Expectations

A full-time employee works 40 hours/week. Full-time students should expect to spend approximately 40 hours/week on their courses. In general, a full-time student is enrolled in five (5) courses. Hence, a student should be spending eight (8) hours per week on each class. In other words, you should expect to spend a **minimum** of 8 hours reading, studying, and practicing if you expect to earn a passing grade in this class. Any student who is spending eight (8) hours/week on this course but is not passing should make an appointment with the instructor to determine whether the student is not using effective learning techniques.