

CIS 160 Syllabus

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| Course Title | CIS 160: Intermediate Microcomputer Applications August 22, 2011 - December 14, 2011 |
| Instructor Information | Val Wittman 2E15 Office hours 815-835-6388 Moodle email preferred (secondary email: wittmav@svcc.edu) |
| Instructor Bio | Link to instructor information |
| Course Description | This course is a survey of microcomputer applications software packages as productivity tools for business. Word processing, electronic spreadsheet, database management, and business presentation graphics applications software will be analyzed and examined through a lecture and laboratory structured learning approach. |
| Required Course Materials | Textbook: Microsoft Office 2010 Advanced Concepts and Techniques; ISBN: 978-1-4390-7855-6; Shelly Cashman Series; Course Technology; 2011. Storage media: USB Flash Drive. Software: Access to a computer running Microsoft Office 2010 Professional Academic for Windows . Software must include all four of the following packages: Word, Excel, Access, PowerPoint. Students may use the SVCC labs to complete required coursework if the student does not own the Office 2010 software. This is an online course. Students are expected to have reliable internet access (broadband preferred). Students should make an early effort to identify a backup location to complete work should their primary internet connection go down. Students may complete work in the SVCC computer lab. Hours of computer lab availability . |
| Course Objectives | Upon completing this course, the student will be able to: <ul style="list-style-type: none"> • Determine which type of software would be best utilized for various needs • Utilize sophisticated tools of four types of software: word processing, spreadsheets, database management, and presentation graphics • Create and manage multipage word processing documents • Design and create complex tables • Design and create mail merge documents • Design and create newsletter-style documents • Use word processing templates • Write and analyze complex spreadsheets • Write and use selected financial and lookup spreadsheet functions • Create, consolidate and manage multiple sheet spreadsheet documents • Design and create complex database forms • Design and create complex database reports • Design and create multimedia slide presentations • Create and incorporate graphs and graphics in word processing, spreadsheet and presentation graphics applications • Create, modify and critique business presentations |
| Course Policies | ASSIGNMENTS/TESTS: Assignments are due on or before the due date indicated. Quizzes and tests must be completed on or before the due date . Late submissions will not be accepted. It is expected that work you submit is your own. Submitting the work of others, or getting substantial assistance on assignments or tests, is considered cheating. Students may be subject to a grade of zero on the suspect work, a grade of F for the course, referral to the college discipline committee, or other sanctions as outlined in the Student Code of Conduct, here: http://www.svcc.edu/InfoMenu/about/policies/conduct.html Please familiarize yourself with these policies. |

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| Grading Policy | Percentage | Grade |
| | 90-100 | A |
| | 80-89.9 | B |
| | 70-79.9 | C |
| | 60-69.9 | D |
| | <60 | F |
| Student Expectations | Course access: Students should log into the course 2-3 times per week. At each log in, check for new announcements, new discussion posts, new assignments and/or quizzes, and new email. Students should use Moodle email to contact the instructor. | |
| Instructor Feedback | Your instructor will make every effort to respond to course email within 24 hours. Feedback on exams and project: It is expected you will receive grades within one week of the due date. | |
| Technical Competencies | To be successful in this course, students should be able to: <ul style="list-style-type: none"> • access and use Sauk student email • send and receive email and attachments • navigate in Moodle (For help, look at these Moodle tutorials.) • use an Internet browser • use a word processing program <ul style="list-style-type: none"> ○ save files in different formats (.doc .rtf) ○ copy and paste text • save and retrieve files • search the library's online databases | |
| Technical Requirements | Technical Requirements for Moodle Courses | |
| Moodle Tutorials | Online tutorials for students | |
| Technical Support | Moodle Help Desk Email support@svcc.edu Phone 815.288.5511, ext 229 | |
| Ethics Netiquette Plagiarism | View SVCC Student Code of Conduct Read number 2, Conduct - Rules and Regulations | |
| Withdrawal Policy | View SVCC withdrawal policy | |
| SVCC Privacy Statement | The College policy on student records complies with the "Family Educational Rights and Privacy Act". This Act is designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for correction of incorrect or misleading data through formal and informal hearings. A copy of the Act or questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Student Services, Ext. 360. | |
| SVCC Disabilities Statement | If you have a disability or suspect that you have one and want to request a classroom accommodation, it is your responsibility to inform your instructor. Reasonable accommodations will be made after verification from the Student Needs Coordinator's Office located in Room 1G24, or by calling extension 246. | |
| SVCC Assessment Statement | Sauk Valley Community College is an institution dedicated to continuous instructional improvement. As part of our assessment efforts, it is necessary for us to collect and analyze course-level data. Data drawn from students' work for the purposes of institutional assessment | |

will be collected and posted in aggregate, and will not identify individual students. Your continued support in our on-going effort to provide quality instructional services at SVCC is appreciated.

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0.234607 secs
RAM: 2.8MB
RAM peak: 3.2MB
Included 66 files
ticks: 24 user: 14 sys: 0 cuser: 0 csys: 0
Load average: 1.75
Record cache hit/miss ratio : 12/5