

MIDSTATE COLLEGE
411 W. NORTHMOOR RD
PEORIA, IL 61614
(309) 692-4092 or (800) 251-4299
Summer 2019

Course: CIS 114 DF Computer Usage and Software Applications

Credit: 4 quarter hours **Method of Delivery:** eLearning only

Course Description: Students will be given an overview of the current Windows operating system, online research, and gain a comprehensive understanding of the Microsoft Office application software in a primarily lecture/lab environment. This approach allows the student to move from one application software package to another within the Microsoft Windows environment to develop the necessary skills to acquire successful employment in the professional work environment.

Prerequisite: CIS010 or placement based upon Entrance Exam Score
Text(s) & Manual(s): *Microsoft Office 365 & Office 2016: Introductory, 1st Ed.*
Author(s): Vermaat.
Publisher: Course Technology Cengage Learning
ISBN: **9781305870017**

Supplementary Material(s): SAM Microsoft Office 365 & 2016, 1st Ed. (<http://sam.cengage.com>)
ISBN **9781305885165**
Institution key is **T2032275**

Topics: Windows OS, MS Outlook, MS Word, MS Excel, MS PowerPoint, MS Access

Learning Objectives (LO):

Upon completion of this course, the student will be able to:

1. Apply file management techniques: save, copy, move, and delete files and folders
2. Define the Internet and search the World Wide Web for resources and useful information
3. Send and receive email and attach documents
4. Create and edit written text
5. Organize data, perform calculations, and create charts and graphs
6. Develop well-organized presentations
7. Maintain data using tables and forms and produce information from reports
8. Understand the basic operation of a computer in the Windows environment

Midstate Grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Nancy Franklin
E-mail: nafranklin@midstate.edu **Phone:** 692-4092 ext. 1220 (voice mail only)
Office hours: Weekly online office hours are not scheduled, but instructor will work with student's schedules to arrange online meetings when needed, at student's request.

Participation Requirements: Class participation, by posting in the Week Discussion Forum per week is worth 10% of the grade (please remember that it can make a difference between "A" and "B"). Discussion Forum is Required Post - you must post there first before being allowed to view others messages. The Discussion Forum expires at the close of each eLearning Week at 8 am on Monday. Discussion posts for participation can only be made during the specific Week of the course schedule. Midstate College is an attendance taking, term based institution. This means that attendance must be taken for the entire term on the dates and times specified by the delivery of the course. For the student to be counted as attending, he/she must adhere to the attendance regulations of that course. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Policies and procedures:

- **eLearning** courses are taught only online. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.
- **Assignments/Exams:** Homework is due weekly at 8am on Monday. Each late assignment must have written explanations of the reason. 70% is the highest score that late or make up work can earn. **Work from weeks 1-6 will not be accepted after midterm. No make-up work is accepted after week 10.** All exams should be taken on time. **Makeup exams will only be given in the case of EXTREME, well-documented situations.**
- **Attendance:** Regular attendance is expected. It is the student's responsibility to notify the instructor when a class will be missed. If you know of a conflict ahead of time, you are welcome to submit homework assignments early.
- **Grades:** It is the students' responsibility to keep copies of all assignments (files) turned in for a letter grade until the end of the quarter when a final grade has been earned. If a file is lost and no copy is available, the student will not receive credit.
- If class is canceled, students will be notified via Midstate email regarding instructions for that week. Students will be required to log into LMS and SAM and complete work in order to continue moving forward with the class work.
- Each week your assignments are worth 100 points. To receive full credit, assignments must be posted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. If you're experiencing problems and want an extension on due date, request needs to be made before work is due to be considered.
- **Time management** is critical in business world, it is critical in our class as well. Please make sure that you meet all deadlines specified in the outline. All assignment (projects, trainings and exams) should be submitted on time (in class and online).
- **Good writing skills** (proper spelling, punctuation, usage of meaningful sentences and paragraphs) should be demonstrated in each assignment and email messages.
- **Academic dishonesty** (plagiarism, cheating, misrepresentation, facilitating) is never tolerated and will be referred to the Dean.

Requirements for Completing the Course:

All Projects should be turned in on time. Exams should be taken on time.
70% or better is required to pass the class.

Assessment of learning/methods of evaluating student performance:

- Lab work assignments will be used to apply the concepts learned from lecture and/or Module in a hands-on way.
- SAM Online exams and Hands-on projects will be given to assess student comprehension of the material.

Examination information:

SAM Online and Hands-on Assessments for each application

Grading specifications:

These percentages are all approximate values

Attendance/participation	10%
Assignments	50%
Exams	40%

Course Message, E-Mail and Forum Etiquette:

Please follow the guidelines below for course messages, emails and forums posting etiquette.

When communicating via email, students must make certain that each email includes course and descriptive subject line. Since we will practice excellent communication skills, I expect each message to have a salutation, a clear, concise, grammatically correct message, a complimentary close and signature/name. Emails that do not follow the rules of business communication will receive an empty reply. Students should answer all emails within 24 hours.

Etiquette in eLearning forums (or Netiquette - short for Internet etiquette) should be the same as in a face-to-face classroom. If you think a comment would be inappropriate in a face-to-face situation, it would also be inappropriate in an eLearning classroom.

Keep message brief. Avoid sending a course-mail, e-mail or forum message with incorrect spelling and grammar. Spelling and grammar count. Avoid using abbreviations and acronyms. Students who are not familiar with common abbreviations may confuse the instructor and/or fellow classmates by using incorrect abbreviations.

Be polite. Avoid offensive language. Read the message before you send it in.

Use meaningful subject line.

Avoid using sarcasm. Written text can easily be misinterpreted.

Avoid using all CAPS and/or exclamation marks. Using all capital letters in an electronic mail or forum message is the same as SHOUTING!

Avoid posting irrelevant information in a discussion forum - use Classroom Discussion Forum, messages or e-mail, instead. Forum discussions should stick to the discussion topic given by the instructor. Information that is irrelevant to the discussion does not belong in the discussion forum.

Using the Internet, do not assume materials are accurate and up-to-date.

Do not copy and paste from the Internet – it is plagiarism.

Students are responsible for knowing “what’s going on” throughout the term. Students must check announcements, assignments, weekly units, discussion forums, messages several times each week. Students must check the online grade book and email the instructor immediately if questions arise about grades.

CIS 114 Tentative Outline

Week	LO*	Topics/Projects	SAM Trainings	Exams
Week 1	1, 2, 8	Office 2016 and Windows OS File Management Fundamentals Internet and WWW	<ul style="list-style-type: none"> • Windows 7 Training • File Management Training • Internet Training 	
Week 2	3	Outlook Modules 1 & 2	Outlook Training	Outlook Exam
Week 3	4	Word Module 1 Textbook Word Module 1 SAM Project		
Week 4	4	Word Module 2 Textbook Word Module 2 SAM Project		
Week 5	4	Word Module 3 Textbook Word Module 3 SAM Project	Word Exam Training**	
Week 6	4, 5	Excel Module 1 Textbook Excel Module 1 SAM Project		Midterm Exam Word Exam
Week 7	5	Excel Module 2 Textbook Excel Module 2 SAM Project		
Week 8	7	Access Module 1 Textbook Access Module 1 SAM Project	Excel Exam Training**	
Week 9	7	Access Module 2 Textbook Access Module 2 SAM Project		
Week 10	6	PowerPoint Module 1 Textbook PowerPoint Module 1 SAM Project	Access Exam Training**	
Week 11	6	PowerPoint Module 2 Textbook PowerPoint Module 2 SAM Project	PowerPoint Training**	
Week 12	5, 6, 7	Final Exam Week		<ul style="list-style-type: none"> • Excel Exam • Access Exam • PowerPoint Exam

* LO – Learning Objectives (see page 1)

** These trainings are optional (not for the grade) but strongly recommended to complete before taking the exams in each application.

DISCUSSION QUESTION GRADING GUIDELINES	
<p>Initial posting</p> <p>The Required Post format requires you to post a top-level message before you can read and reply to messages posted by other users. Your first post should be detailed, well prepared, grammatically correct and error free. Spelling and grammar count. Make sure you proof read all your messages before posting.</p> <p>The Discussion Forum expires at the close of each eLearning Week at 8 am on Monday. No posts after 8 am on Monday will be counted.</p>	90%
Response to posting of a classmate (is optional, but recommended to keep the discussion going)	
Correct spelling, grammar and sentence structure	10%
Total points per weekly discussion	100 %