

CIS 118 Introduction to PC Applications: Windows 7 & Microsoft Office 2010 Spring 2011

Instructor: Marsha O'Keefe

Email: within D2L is best for class related issues

Schedule: Thursdays @ 2:30-5:15 pm 3 credits

Last day to drop the class for a refund: February 2nd, 2011

Last day to withdraw from the class, recording a "W" grade: April 20th, 2011

Course Description: This course reviews standard Microsoft software packages available to support a microcomputer-based workstation. Included are descriptions of and hands-on work with word processing, spreadsheets and file and database management systems.

Objectives are accomplished through assigned readings, class participation and projects; students should achieve an understanding of and the ability to work with:

- The basic functions of the Windows 7 operating system
- Common word processing terminology; be able to create, save, print and edit a document in Word 2010
- Spreadsheet fundamentals; be able to create, save, print and edit spreadsheets using Excel 2010; this includes working with formulas and functions and creating charts
- Database concepts; be able to create, edit and manipulate database files using Access 2010

Prerequisites: None. However, *I highly recommend that you complete BTE-100 or can key/type at a rate of at least 20 wpm.*

Text: New Perspectives on Microsoft Office 2010, First Course

by Ann Shaffer, et. al. ISBN 13: 978-0-538-74653-3

This text is bundled with SAM 2010 software, which will be used in the course

Software: You are expected to use the specific software applications discussed in this class, which are all from Microsoft Office 2010: Word 2010, Excel 2010 and Access 2010. You may use computers at school if you do not have the necessary software on a home or office computer. A 180 day trial version of Office 2010 comes bundled with your text. If you did not receive a copy take your key to the bookstore to get this. You may also purchase the software at local or online retailers. You will also need the SAM 2010 software pin, which must be new and is bundled with text; you may **not** use SAM software registered to another student.

Supplies you will need: A type of portable file storage for this class, called a jump drive, flash drive or memory key. These will be used to carry files/work to and from class, as well as to turn in your completed homework. You can purchase at Target or other office store and the bookstore.

Teaching: Class activities will include lecture, hands-on exercises led by the instructor, and in-class exercises. Time will be provided at the end of each class to ask one-on-one questions and begin homework. Students will be expected to become familiar with the concepts presented in the text. *I expect that you will practice using the software programs, either on the computers in the school lab or at home/work on comparable computers that use the same software.*

Evaluation: You will be graded on attendance, homework, in-class exercises, quizzes and/or exams. Exams will cover terminology and concepts, as well as, hands-on demonstration of knowledge. Also, questions about the Windows operating system and environment may be asked at any time.

Grading Policy: The course will be divided into four sections by the software applications to be discussed, taking approximately 2 to 4 weeks per topic. A list of assignments and due dates for each topical section will be posted on the first day of the new topic. All assignments have rigid due dates. An assignment listing will inform you of the deadlines and assignments will not be accepted after the date listed. This deadline will be

approximately one week following the completion of a topical section.

Dates: Quizzes and exams will also be listed on the section schedule and must be taken in class on the scheduled date. If the exam is take-home, the deadline to turn in will also be noted.

You will receive points for each of the evaluation categories listed above. Your grade will be determined by: adding all of your points together and dividing by the total number of points available for all assignments. This will produce a percent grade that will be compared to the grading scale shown below to determine your letter grade. I will tell you what each item is worth on the assignment schedules.

Grade Percentage:

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

Attendance: You will receive points for each class attended. I expect that you will stay for the duration of the class period, unless released early. You must sign the attendance sheet passed around during each class period to receive credit for being present in class.

If you miss a class period, use the assignment schedule to determine what topic you missed and **learn that material before coming to the next class**. Do not come to the next class and expect us to catch you up. Ask another student for any specific information missed or check in Desire2Learn for any items that were handed out and print them yourself. In-class exercises can only be done in class, and therefore, cannot be made up.

If you stop attending the class for any reason, you must formally drop the course in the admissions office. I cannot drop the course for you and will submit a grade of “F” at the end of the semester, if that is what your points have earned.

Students should talk with the instructor about any concerns or special needs. It is the student’s responsibility to contact the instructor in a **timely** manner concerning any problems.

Class Protocol: During class time, cell phones and pagers are to be turned off or be set to a mode that will not disturb any other person in the classroom. If you must address a call or page during class time, it is expected that you leave the classroom for your own privacy, as well as for the lecture to continue without disruption.

During lecture and demonstration, you are expected to refrain from cross-talking and/or printing or otherwise disturbing the learning environment. There will be times for teams in Lab times. For information related to the Student Code of Conduct and Student Rights and Responsibilities, see the current ***Red Rocks Community College Student Handbook***.

Other Info: RRCC Lab Policies do not allow food or drink in any computer lab. Lab assistants are available to assist students with any equipment problems that may arise during a work session but will not answer substantive, coursework related questions.

Where to find computers:

Arvada LARC

- Computer lab at the Arvada Campus

Main Campus Options—

- Upstairs Library: Main computer lab
- LARC: Learning and Resource Center – also where to find tutoring
- Classrooms: You may use if no class in session