Lurleen B. Wallace Community College
Online Course Syllabus

CONTACT INFORMATION

Instructor Name:	John Bess		
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Office Hours:	Monday	8:00-9:00	2:00-3:00
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	Thursday	10:00-12:00	2:00-3:00

Campus Mailing Address	P.O. Box 1418
	Andalusia, Alabama 36420

COURSE NUMBER AND TITLE

CIS146 Microcomputer Applications

PREREQUISITES

None

DIVISION AND DEPARTMENT

Business/I.T/Social Science

SEMESTER HOURS CREDIT/CONTACT HOURS

Three semester hours credit/Three semester hours contact

CATALOG DESCRIPTION

This is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC 3 certification.

TEXTBOOK(S)

Title/Edition: Microsoft Office 2016 Brief Edition Marquee Series
Authors: Rutkosky, Roggenkamp, Rutkosky
Publisher: Paradigm

TOOLS AND SUPPLIES

- Three ring binder or folder
- Storage device (USB drive, etc.)
- SNAP 2016 Training and Assessment Keycode (Available in Bookstore)

TECHNOLOGY REQUIREMENTS

A. General Requirements

This is a list of basic computer system requirements to use Canvas. **It is always recommended to use the most up-to-date versions and better connections. Canvas will still run with the minimum specifications, but you may experience slower loading times.**

 (All students MUST have or have access to:)

- **Computer Operating Systems**

    o Windows 7 and newer (Users on Windows 10 need to download the Windows 10 Anniversary Update if having issue with submitting Canvas Assignments)

    o Mac OSX 10.6 and newer

    o Linux – chromeOS

    o **Mobile Operating System Native App Support**

    o iOS 7 and newer

    o Android 4.2 and newer

- **Computer Speed and Processor**
  Minimum Requirements:
    o Use a computer 5 years old or newer when possible
    o 1GB of RAM
    o 2GHz processor

- **Monitor**
    o A minimum resolution of 1024x600. That is the average size of a netbook. Most desktops will be 1024 by 768 or higher. A minimum of 1024x600. That is the average size of a netbook. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

- **Sound Card**

- **Browsers**
  Canvas is built using web standards which allow it to run on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser. We highly recommend updating to the **newest version** of whatever browser you are using.

    As of **December 10, 2016,** we support the most recent versions of Flash and popular web browsers:

- **Internet Explorer** 11 and Edge

- **Chrome** 54 and 55

- **Safari 9** and 10

- **Firefox** 49 and 50 (Extended Releases are not supported)

- **Flash** 22 and 23 (for recording or viewing audio/video and uploading files)

- **Respondus Lockdown Browser** (supporting the latest [system requirements](#))

Some supported browsers may still produce a banner stating *Your browser does not meet the minimum requirements for Canvas*. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies. Learn how to clear your cache on a [Mac](#) or a [PC](#).

Note: Most windows based computers are installed with the latest Internet Explorer version. If you encounter problems with Internet Explorer please download and install Google Chrome or Firefox

Mac Computers using (Mac OS 10.6 or newer)
   o Use Safari 8

- **Mobile Browsers for Canvas**

The Canvas interface was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience in using Canvas. Canvas is not officially supported on mobile browsers. We recommend using Canvas [mobile applications](#) for an improved user experience. (**Note**: At this time, Canvas apps are only available in English.)

Since Canvas uses small elements of Flash, not all Canvas features may be supported on mobile devices, especially on iOS.

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices but Canvas features may not be supported:

iOS

- Safari (default browser that opens from Canvas)

- Chrome

- Photon Flash Player (supports Flash   )

Android

- Internet

- Firefox

- Chrome

Note: Android default browser varies per mobile device.

- **Reliable Internet access**

   o Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
   o Minimum of 512k
   o However at these lower speed and connections you will most likely experience slower loading times.
- **Reliable Printer connected to computer**
- **Plug-ins, Players, and Viewers**

Browsers also use plug-ins and other helper applications to help with displaying Web documents. ***Flash is required in several places in Canvas***: media recording/streaming and viewing as well as uploading files to a course or an assignment. Other than these features, Flash is not required to use most areas of Canvas.

- o **Adobe Flash Player 21 or newer** - Must be installed to view audio/video recording or viewing feature or upload files..

- **External Media(Flash drive, CD-RW, DVD-RW)**

- **Screen Readers**

  - Macintosh: VoiceOver (latest version for Safari)

  - PC: JAWS (latest version for Internet Explorer 11 &Edge)

  - PC: NVDA (latest version for Firefox)

  - There is no screen reader support for Canvas in Chrome

- **Java Version 8 (Most up-to-date version)**

  - o The Java plug-in is required for screen sharing in Conferences. Otherwise, there are no other browser plug-ins used by Canvas.

  Requirement: JavaScript must be enabled in your browser.

- **Anti Virus Program**
  Every computer needs some type of virus program to help keep you files safe. Here are some of the virus programs you could use (MacAfee, Norton, Avast, Microsoft Security Essentials)

- **Downloads**
  Below is a list of downloads you may need for online and hybrid classes.
  - o **Acrobat Adobe Reader** is a free download, and distributable software that lets you view and print Adobe Portable Document Format(PDF) files.
  - o **Microsoft Office Suite 2013 or Office 365** some courses require the entire suite
  - o **Apple QuickTime player** for viewing video in Apple QuickTime formats.
  - o **Macromedia Shockwave and Flash** is for viewing interactive content in various Macromedia formats. Flash Must be installed
  - o **Real Player** is for streaming audio and video content.

- **Technical Support**

Canvas	Alan Cobb	493-5340	agcobb@lbwcc.edu
	Greg Aplin	881-2227	jgaplin@lbwcc.edu
	Chuck White	881-2222	cwhite@lbwcc.edu
	Cynthia Jones	493-5369	cjones@lbwcc.edu

GOALS AND OBJECTIVES

Upon completion, students will understand common applications and be able to utilize selected features of these packages including:

Competency Goal # 1: Understand the basic operating system of a computer.

Objectives

1.1 Define terms associated with operating systems
1.2 Identify features of an operating system.
1.3 Explain use of input and output devices.
1.4 Explain the process of file management.

Competency Goal #2: Be able to create and manage documents in a word processing program.

Objectives

2.1 Define terms associated with word processors
2.2 Identify components of the document window
2.3 Identify the function of commands found on ribbons
2.4 Prepare a word processing document containing specified features

Competency Goal #3: Use a spreadsheet program to create and format financial documents.

Objectives

3.1 Define terms associated with spreadsheet program
3.2 Identify components of the spreadsheet window
3.3 Identify the function of commands found on ribbons
3.4 Prepare a spreadsheet containing specified features

Competency Goal #4: Use a database management program to create a database file.

Objectives

4.1 Define terms associated with database management program
4.2 Identify components of the database window
4.3 Identify the function of commands found on ribbons
4.4 Prepare a database containing specified features

Competency Goal #5: Use a presentation graphics program that allows you to create presentations.

Objectives

5.1 Define terms associated with presentation graphics program
5.2 Identify components of the presentation window
5.3 Identify the function of commands found on ribbons
5.4 Prepare a presentation containing specified features

Student Learning Outcomes (SLO)

1. Define key terminology, components and functions used in describing the specific system and application software found on most personal computers.
2. Students will demonstrate understanding of word processing programs by planning, creating, editing, proofing and printing documents. Documents will consist of different fonts, font sizes, font styles, tables, clipart and formatting used in various documents including announcements, research papers, business letters and resumes.

3. Students will demonstrate understanding of spreadsheet software by planning, creating, editing, proofing and printing spreadsheets. Spreadsheets will include various functions, formulas, formatting and charts used in most business applications.
4. Students will demonstrate understanding of database software by planning, creating, editing and maintaining databases. Databases will include tables, forms, reports and queries.
5. Students will demonstrate understanding of presentation graphics software by planning, creating, editing, proofing and presenting presentations. Presentations will include a design template, text, images, animation, transitions, and sound.

TEACHING METHODS
A variety of teaching methods and student exercises will be utilized that address different learning styles:

1-Observation: You will receive lecture material and observe a demonstration of chapter's content.

2-Practice: Using the expert techniques you have observed, you will practice using the software by completing hands-on Projects and online activities included with each chapter.

3-Demonstration of mastery: You will demonstrate your mastery of the course content by completing tests that measure your comprehension of concepts as well as skills in using the software.

ATTENDANCE
Student attendance in distance education courses is defined as active participation in the course as described in the course syllabus. For online classes, attendance will be monitored by timely submission of assignments, assessments/exams, discussion board entries, etc. A student is expected to complete such assignments by the appropriate due date. Failure to complete such assignments by the due date will be recorded as an absence.

a. The number of allowable absences is six days.
b. Upon the seventh absence, the student may be administratively withdrawn from the course barring any extenuating circumstances.
c. It is the student's responsibility to provide appropriate documentation to substantiate such circumstances, at which time the instructor will determine if any extension is warranted.
d. Makeup work will be at the discretion of the instructor. (If allowed must be stated in syllabus.)
e. Students on financial aid programs are responsible for knowing attendance requirements of their programs. Failure to attend may impact a student's ability to qualify for financial aid and may result in the need to repay financial aid already received.
f. Attendance will be verified as required by federal and state regulations. Attendance requirements in programs that lead to board licensure or certification may differ from the policy in this course.
g. Information on appeals to administrative withdrawals may be obtained from the Attendance Policy, which is published online in the College Catalog and Student Handbook at www.lbwcc.edu (click on "About LBWCC" and "Publications").

Students not completing the "Start Here" module in online courses by the time of attendance verification (8/27/2017) will be dropped unless the instructor grants prior approval for the absence. Student receiving an "F" for a course will be given credit for attendance based on last graded work.

Tracking of student activity and performance will be conducted approximately every two weeks

WITHDRAWAL
A student may withdraw from a course or all courses without a grade penalty up to fourteen (14) days prior to the first day of final exams for the fall and spring terms. For summer term and mini-terms, students may withdraw from classes up to seven (7) days prior to the first day of final exams for each session. The final date for official withdrawal is printed in the college calendar and published in each class schedule. To officially withdraw, **a Withdrawal Form** must be obtained from the Office of Student Services, completed and signed by all persons indicated on the form and returned to the Office of Student Services.

NOTE: All withdrawal forms must be completed and returned to the Office of Student Services for processing before a student is officially withdrawn from a course or courses. It is the student's responsibility to follow these withdrawal procedures.

Students may be administratively withdrawn from courses for excessive absences or for other administrative reasons (such as student discipline leading to suspension or expulsion). Withdrawal may impact a student's ability to qualify for financial aid, and may result in the need to repay financial aid already received.

A student who receives Title IV Federal Financial Aid (ex. Pell Grant) may have to repay funds if he/she withdraws prior to completing 60 percent of the semester. See the Director of Financial Aid for more specific information.

INCOMPLETE GRADE POLICY
A grade of Incomplete (I) may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examinations. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of the absence upon return. If the cause is personal illness, the student should present the instructor a statement signed by the appropriate health care professional.

Students must submit to the instructor a "Request for Incomplete Grade" form with documentation of the absences. If approved by the instructor and division chair, the student may receive an "I" for the term. All required work for the course must be submitted to the instructor no later than two weeks prior to the last class day of the following term. If work is submitted by the due date provided by the instructor, the "I" grade will be cleared by the last class day. Otherwise, the grade of Incomplete (I) automatically becomes an "F."

EVALUATION PROCEDURES
Exams – The midterm and final exam will be proctored on the Andalusia Campus in room A212. Bring a picture I.D. to take the midterm and final exams.
Students who do not take both the midterm and final exams will not successfully complete this course

Students who need exams to be proctored off campus must fill out a Proctor Application/Agreement Form located on the LBWCC Distance Education website. Guidelines for selected a proctor are available on the LBWCC Distance Education website.

If you are unable to attend the scheduled midterm or final, you must notify the instructor as soon as possible. Alternate arrangements must be approved and complete no later than 14 days after the first day of class.

Quizzes – Quizzes will be given in class only. You must be present to take quizzes. There will be no makeup for missed quizzes.

Lessons – Lessons are interactive training exercises completed in CANVAS. Lessons can be repeated until completed successfully. Lessons must be completed successfully in order to get credit. No partial credit is given.

Precheck/Knowledge Check – Mulitple choice and matching questions to test your knowledge about each section. Precheck and Knowledge Checks will be taken in CANVAS and can be repeated to improve your score

Exercises –test your ability to apply all skills presented in each section. Exercises will be completed in CANVAS and can be repeated to improve your score.

Skill Exams – Skill exams test your ability to complete the skills covered in each chapter. Skill exams will be taken in CANVAS.

Concept Exams – Concept exams will contain multiple choice questions covering concepts from the textbook. Concept exams will be taken in CANVAS.

Midterm and Final Exams – The Midterm and Final Exam will be taken in class CANVAS. Dates for these exams will be announced in class. These exams will consist of skill and concept questions.

The following points system will be used to determine your final grade in this course:

Percentage	Module	Points Possible
1.4	**Information Technology Essential**	**65**
3	**Windows**	**124**
14.3	**Word**	**649**
21	**Midterm**	**1000**
15	**Excel**	**673**
12.3	**Access**	**560**
8	**PowerPoint**	**360**
25	**Final**	**1100**
100	**Total**	**4531**

The following final grading scale will be used:

Points Earned	Grade
4055-4531	A
3602-4054	B
3149-3601	C
2695-3148	D
0-2694	F

MAKE-UP POLICY

Make-up work is not allowed in this online course. Students are provided a course schedule with all due dates in the start here module. You are allowed to work ahead so that due dates are not missed.

Should a student miss the midterm or final exam, **prior arrangements must be made** before he/she will be allowed to take a *make-up exam. (*Make-up tests will be scheduled outside of the regular class time.) It is the student's responsibility to initiate arrangements for make-up work with the instructor via email, office visit or phone.
If you have an emergency of any kind, it is your responsibility to let the instructor know so that necessary arrangements can be made.

LATE WORK

Due Dates will be printed in the course schedule. **LATE WORK WILL NOT BE ACCEPTED.** Students are encouraged to work ahead to avoid missing deadlines.

EMAIL POLICY

The mail feature in Canvas must be used for all email communication with the instructor. Email will be checked daily during the week.

ACADEMIC HONESTY

You are encouraged to work together to solve problems. However, you must complete your own work. You may not lend your storage device to another student, print for someone else, or copy your storage device for another student. Such actions are considered cheating and are subject to actions as outlined in the LBWCC College catalog.

Students are expected to follow the Student Code of Conduct as described in the current college catalog. Cheating and plagiarism violate these standards and may result in disciplinary action, including expulsion.

SAFETY

Students are expected to follow all safety guidelines issued by the instructor. If on campus during an emergency, see any faculty member or staff personnel for information.

OTHER

Additional course information may be announced by the instructor, and the instructor may make changes to this syllabus.

POLICY ON REASONABLE ACCOMODATIONS FOR PEOPLE WITH DISABILITIES

Lurleen B. Wallace Community College complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.If you have a disability that might require special materials, services, or assistance, or if you have any questions relating to accessibility, please contact the ADA Coordinator on the respective campuses in advance. For TDD users in Alabama, the Alabama Relay Center is available by calling   1-800-548-2546. All materials related to compliance with the Americans with Disabilities Act are maintained by the college coordinators.

Andalusia Campus	Greenville Campus	MacArthur Campus	Luverne Center
Latrece Hall	Breshawn Skinner	Dr. Jason Cain	Laura Elliot
334-881-2271	334-382-2133 ext. 3102	334-493-3573 ext. 5363	334-335-2187

Important Dates:

11/13/2017– Last day to withdraw

Web Site Reference:

www.lbwcc.edu – LBWCC Homepage

https://lbwcc.instructure.com/ - CANVAS login page

http://www.lbwcc.edu/library.aspx– LBWCC Library