

**Lurleen B. Wallace Community College**  
**Course Syllabus**  
**Fall 2017**

**CONTACT INFORMATION**

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Campus Mailing Address	P.O. Box 1418 Andalusia, Alabama 36420
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**COURSE NUMBER AND TITLE**

CIS146 Microcomputer Applications

**PREREQUISITES**

None

**DIVISION AND DEPARTMENT**

Business/Information Technology/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**
  - Windows 7 and newer (Users on Windows 10 need to download the Windows 10 Anniversary Update if having issue with submitting Canvas Assignments)
  - Mac OSX 10.6 and newer
  - Linux – chromeOS
- **Mobile Operating System Native App Support**
  - iOS 7 and newer
  - Android 4.2 and newer
- **Computer Speed and Processor**  
**Minimum Requirements:**
  - Use a computer 5 years old or newer when possible
  - 1GB of RAM
  - 2GHz processor
- **Monitor**
  - 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)

- 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**

- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512k
- 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.

- **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)**
  - 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.

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

Canvas	Alan Cobb	493-5340	<a href="mailto:agcobb@lbwcc.edu">agcobb@lbwcc.edu</a>
	Greg Aplin	881-2227	<a href="mailto:jgaplin@lbwcc.edu">jgaplin@lbwcc.edu</a>
	Chuck White	881-2222	<a href="mailto:cwhite@lbwcc.edu">cwhite@lbwcc.edu</a>
	Cynthia Jones	493-5369	<a href="mailto:cjones@lbwcc.edu">cjones@lbwcc.edu</a>

## **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 POLICY**

Students are expected to make every effort to attend all classes, to arrive on time prepared to begin class, and to remain for the duration of the class.

- a. The number of allowable absences (to include both excused and unexcused absences) is six class periods.
- b. Students exceeding this number of absences may be administratively withdrawn by the instructor.
- c. Arriving late and/or leaving early three times counts as one absence.
- d. No makeup work will be allowed.
- 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. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day of the class. When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of the student being absent.
- g. Absences shall be considered excused due to the following reasons (subject to verification):
  - i. Active military duty
  - ii. Jury duty/court appearance
  - iii. Illness of student or illness/death in the immediate family
  - iv. Official College sponsored activity with proper advance notification by the sponsor of the activity
  - v. Extenuating circumstance agreed to by the instructor
- h. 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.
- i. 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](http://www.lbwcc.edu) (click on "About LBWCC" and "Publications").

Students not attending the first day of a hybrid class 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 day student attended.

### **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.

### **EVALUATION PROCEDURES**

**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** – Multiple 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

### **INCOMPLETE (I) GRADE**

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."

### **MAKE-UP POLICY**

Any student who misses a major exam will have to make it up on the designated make-up day. A student may only make up one missed exam. Do not miss two! Students who fail to show up on the designated makeup day will have a "0" recorded for their test grade. This policy applies only to major exams and **does not** include the midterm and final exam. If a student must be absent, **prior arrangements should be made** so the test can be taken early. Make-up exams will cover the same material as the original exam but may be in a different format. There will be no makeup for quizzes, even if a student comes into class tardy after the quiz has been given. 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 announced throughout the semester. Late work will not be accepted if arrangements are not made with the instructor **prior** to absence. No late work will be accepted 7 days after the assigned due date. All late work accepted will be subject to a grade penalty of 10 point for every day late.



## 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.

**ONLY PRINT EXERCISES AS DIRECTED BY YOUR INSTRUCTOR.** If an exercise has multiple sheets, staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive a grade of zero. If there are multiple sheets are to be handed in, sequence them according to the order you were told to print them in the exercise.

## 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. **Cheating will not be tolerated!**

## 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.

## CLASSROOM/LAB BEHAVIOR AND DECORUM



***When working in a classroom or lab, you are expected to treat the setting as a business meeting.*** As such, the following professional business behavior will be expected of all students at all times:



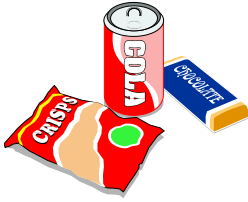
***Turn off all cell phones.*** In consideration of others, do not use cell phones, pagers or other person electronic devices in a classroom or lab. This includes sending and receiving text messages. The use of such devices is disruptive and not permitted in a classroom or lab. We understand that these devices are important to you and your family, so set your device to "silent or vibrate mode".



***\* Headphones/earbuds are not allowed at any time during class.***  
***\*\* Any use of cell phone or other person electronic device during an exam is considered cheating and subject to actions as outlined in the LBWCC college catalog.***



***No talking and no keyboarding when lectures are being given.*** This behavior is disruptive and not tolerated in the classroom. Disruptive students will be asked to leave the classroom and possibly withdrawn from the class.



Our maintenance staff and instructors work hard to keep our classrooms and labs clean for you, and food and drinks are what make a classroom messy, smelly, and unpleasant. Thus, ***no food, tobacco products or drinks*** are permitted in the classroom/lab at any time.



***Treat all individuals in the class with respect and kindness.*** Be willing to help others in the classroom—research has shown that the best way to learn something is to teach someone else!



LBWCC policy prohibits visitors to the classroom without prior approval. Do not bring friends, family members or any other visitors with you to class.



***Be on time*** and voice mail/e-mail the instructor **before** class if you are unable to attend.



***Do not display on your computer screen, any material or Web sites that would be offensive or hurtful to others in the classroom or lab.***



***Students who do not abide by these policies or who repeatedly disrupt class will be asked to leave and may be withdrawn from the class***

### **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  
Latrece Hall  
334-881-2271

Greenville Campus  
Breshawn Skinner  
334-382-2133 ext. 3102

MacArthur Campus  
Dr. Jason Cain  
334-493-3573 ext. 5363

Luverne Center  
Laura Elliot  
334-335-2187

### **Important Dates:**

11/13/2017– Last day to withdraw

### **Web Site Reference:**

[www.lbwcc.edu](http://www.lbwcc.edu) – LBWCC Homepage

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

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