



CS 119-1 Computer Applications

Semester and year: 1st and 2nd Semester, 2013 School Year

Time and day: M-F 9:48 to 10:34

Number of credit hours: 3

Location: Business Room

Instructor: Mrs. Susan Rucker

E-mail: srucker@tinaavalon.k12.mo.us

Office phone: 660-622-4211

Office hours: 8:00 am to 4:00 pm

COURSE DESCRIPTION

Non-technical introductory courses for the general student to have a "hands-on" experience with the personal computer. Students will learn keyboarding and mouse operation skills as well as the basic commands of Windows XP, and how to perform word processing, spreadsheet, and data base operations using MICROSOFT OFFICE 2010.

STUDENT LEARNING OUTCOMES

1. Create, save, and print documents using Microsoft WORD.
2. Set up a spreadsheet and perform calculations on the data it contains using Microsoft EXCEL.
3. Utilize the charting functions of the spreadsheet to create bar, pie, and line charts.
4. Design, Create, and Enter records into a database utilizing Microsoft Access.
5. Query the data in the database files selecting out specific records for a report.
6. Integrate the three applications together to produce a report.

ASSESSMENT OF STUDENT LEARNING OUTCOMES

The student will be assigned daily class room assignments each of which will be assessed regarding correctness and accuracy. At the end of each section the student will be given a final project that is to be completed utilizing the techniques discussed during their course work this will also be evaluated regarding correctness and accuracy. Upon completion of the class the student will be given a final project utilizing all the techniques discussed in class that will be due on the date of the final. This final assignment is comprehensive in nature and will be evaluated for completeness and accuracy.

REQUIRED TEXT/S

Microsoft Office 2010 Introductory, Shelly Cashman Series, Course Technology (2011), ISBN: 1-4390-7838-6

GRADING POLICY AND PROCEDURES

Final grades will be determined by the percentage of possible points earned from exams and homework according to the following scale:

90% or above	: A
80-89%	: B
70-79%	: C
60-69%	: D
Below 60%	: F

Grades will be based on daily assignments/classroom participation and behavior worth 10 pts each, which make up **30%** of the grade, two end of chapter In the Labs worth 100 pts each, making up **40%** of the grade and at least one exam for each section that will make up **30%** of the final grade.

TENTATIVE SCHEDULE

Week	Unit	Lesson	Lesson Title
1	Introduction	Com 1	Introduction to Computers/Office 2010 Essential Concepts and Skills
	Publisher		No Book
	Get familiar with Publisher		Creating a Flyer with Tear-Offs
	Learn to make a program		Softball Program
	Make book fold/Set tabs		
	Business Cards		save as <i>business_cards_yourname</i>
	Newsletter		save as <i>personal_newsletter_yourname</i>
	Microsoft Word	1	Creating, Formatting, and Editing a Word Document with Pictures
			Word 2010 - Ch1 In the Lab 1
			Word 2010 - Ch1 In the Lab 1b
			Microsoft Office Word - Ch1 Exam
		2	Creating a Research Paper with Citations and References
			save in your Word P2 folder as Triangulation Paper
			SAM Word Project 2 In the Lab 1
			SAM Word Project 2 In the Lab 1b
			SAM Word Project 2 EXAM
		3	Creating a Business Letter with a Letterhead and Table
			SAM Word Project 3 In the Lab 1
			SAM Word Project 3 In the Lab 1b
			SAM Word Project 3 EXAM
	Microsoft Excel	1	Creating a Worksheet and an Embedded Chart
			<i>Work independently thru project</i>
			End of Chapter Assignments
			SAM Excel Project 1 In the Lab 1
			SAM Excel Project 1 In the Lab 1b
			SAM Excel Project 1 Exam

		2	Formulas, Functions, and Formatting
			SAM Excel Project 2 In the Lab 1
			SAM Excel Project 2 In the Lab 1b
			SAM Excel Project 2 Exam
		3	What-If Analysis, Charting, and Working with Large Worksheets
			SAM Excel Project 3 In the Lab 1
			SAM Excel Project 3 In the Lab 1b
			SAM Excel Project 3 Exam
			Semester Final Word - 15 pts
			Semester Final Excel - 15 pts
	Microsoft Access	1	Databases and Database Objects: An Introduction
			SAM Access Project 1 In the Lab 1
			SAM Access Project 1 In the Lab 1b
			SAM Access Project 1 Exam
		2	Querying a Database
			SAM Access Project 2 In the Lab 1
			SAM Access Project 2 In the Lab 1b
			SAM Access Project 2 Exam
		3	Maintaining a Database
			SAM Access Project 3 In the Lab 1
			SAM Access Project 3 In the Lab 1b
			SAM Access Project 3 Exam
	Microsoft PowerPoint	1	Creating and Editing a Presentation with Clip Art
			SAM PowerPoint Project 1 In the Lab 1
			SAM PowerPoint Project 1 In the Lab 1b
			SAM PowerPoint Project 1 Exam
		2	Enhancing a Presentation with Pictures, Shapes and WordArt
			SAM PowerPoint Project 2 In the Lab 1
			SAM PowerPoint Project 2 In the Lab 1b
			SAM PowerPoint Project 2 Exam
		3	Reusing a Presentation and Adding Media
			SAM PowerPoint Project 3 In the Lab 1
			SAM PowerPoint Project 3 In the Lab 1b
			SAM PowerPoint Project 3 Exam

FINAL EXAM

9:48 A.M. Thursday Dec. 20, 2012 No exceptions!

9:48 A.M. Friday April. 12, 2013 No exceptions!

OPTIONAL INSTRUCTOR POLICIES

No cell phones or other electronic devices that may interfere with the class.

STUDENT CODE OF CONDUCT

It shall be the responsibility of every student enrolled at Missouri Valley College to support the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records, and all contacts with faculty and staff. Academic dishonesty will not be tolerated.

It shall also be the responsibility of every student enrolled at Missouri Valley College to be respectful of the right of other students, staff, and instructors to ensure a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated.

Student actions that do not adhere to the MVC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior. Students who exhibit dishonest, disruptive, or disrespectful behavior risk suspension or expulsion from the institution.

ACADEMIC DISHONESTY

Academic integrity is expected and required of all students. Students and faculty are responsible and accountable for personally upholding that integrity. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined according to the Academic Dishonesty Policy in the MVC College Catalog.

The following penalties may be applied:

1. Reprimand.
2. Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.
3. Completion of the Plagiarism Tutorial found at the student's Moodle site. (Must be completed if this is the student's first plagiarism offense)
4. A mark of "0" will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
5. A failing (F) grade will be awarded in the course.
6. Automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be imposed by the student's program division chair or the Chief Academic Officer.
7. Expulsion from Missouri Valley College, permanently recorded on the student's record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

ATTENDANCE POLICY

Attendance is expected and required at each class meeting.

Any student who misses two consecutive weeks of class or has missed 50% of class periods by mid-term may be administratively withdrawn from class. If the withdrawal takes place within the first 6 weeks of class, the student will receive a grade of "W". If the withdraw takes place after the 6th week of class, the student will receive a "WF" or "WP". The student will be notified of this action by the Registrar's Office. Readmission will be considered only for extenuating circumstances as approved by the Chief Academic Officer and Registrar. In such cases, where readmission is approved, a readmit fee of \$350 will be charged. If a student drops below full-time status of 12 hours, financial aid may be adversely affected. Resident students dropping below 12 hours will be asked to move out of campus housing.

ADA STATEMENT

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The ADA Coordinator works with the programs to assist the faculty in understanding and implementing accommodations.

Students with disabilities should have documentation of their disability sent to the campus ADA coordinator, Jamie Gold, Baity Hall, Room 206, 831-4170, and set up an appointment as soon as they arrive on campus. Failure to do so could delay accommodations. After proper documentation, reasonable efforts will be made to accommodate students' needs. If you have any questions about how to initiate this process, please contact your instructor.