



CARL ALBERT

STATE COLLEGE

Mission: *To provide affordable, accessible, and exceptional education that fosters student success*

Term: Fall 2015

Course: CS 1103 Microcomputer Applications

Delivery Format: Traditional

Instructor Information:

Name: Tommy Smith

Email: Smith@carlalbert.edu

Office Location: BC 835D

Preferred Contact Method: Email

Office Phone: 918 647-1221

Office Hours: As posted

<http://smith.carlalbert.edu/home/office-hours>

Textbook Information: Required

GO! with Microsoft Office 2013 volume 1,

ISBN 0-13-314266-3

Course Description:

This course is designed to give the student hands-on experience with word processing, electronic spreadsheets, presentation software, and data base management software. Exploration of the Internet and a brief overview of microcomputer concepts will be Windows based. This course can be used to satisfy a Computer proficiency requirement at some four-year institutions.

Credit Hours: 3

Prerequisites: None

Co-requisites: None

Student Learning Outcomes (SLO's):

SLO 1: Upon completion of the course students will be able to explain basic computer terms.

- Students will explain the components that make up a word processor.
- Students will explain the components that encompass a spreadsheet.
- Students will explain the components that make up a presentation software.
- Students will illustrate knowledge of the components that comprise a database system.

SLO 2. Upon completion of the course students will be able to create a word processing document.

- Students will create a word processing document with an added graphic.
- Students will design documents by modifying its text, paragraphs and document layout.
- Students will construct a resume using tables.
- Students will modify templates to create a cover sheet.
- Students will format a research paper including foot notes and citations.
- Students will create a multi column newsletter and mailing labels.

SLO 3. Upon completion of the course students will be able to create a spreadsheet document.

- Students will create a spreadsheet document with an added Chart.
- Students will design formulas for calculations.
- Students will devise logic functions.
- Students will create conditional formatting tools.
- Students will construct analysis and goal seeking formulas.

SLO 4. Upon completion of the course students will be able to manipulate basic database functions.

- Students will modify database tables.
- Students will modify table queries by editing relationships.
- Students will construct forms using table fields.
- Students will transform separate table data into queries.

SLO 5. Upon completion of the course students will be able to design a computer presentation.

- Students will create a computer presentation with added graphics.
- Students will construct a presentation with formatted objects and text.
- Students will design custom backgrounds and themes.
- Students will modify tables and charts within a presentation.

SLO 6. Upon completion of the course students will be able to demonstrate comprehension of file structure.

- Students will identify operational skills for file management.
- Students will produce files and folders within the computer environment.
- Students will modify existing files within the computer environment.
- Students will demonstrate an understanding of network communication tools.

Evaluation/Assessment Practices

Assignments and Course Format:

Students will be evaluated using class applications exercises and tests over each of the core software's covered in this course.

Grade Scale:

Grades will consist of a combination of application exercises, tests, and reflection assignments. Grades will be weighted with tests have 50% of the total score, exercises having 49% of the total score and reflection having 1% of the total score. The total score will then be given a letter grade from on the following scheme:

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

Expectations:

Course work will be submitted using the Blackboard Assignment box. Assignments not submitted by the deadline or not submitted in the appropriate assignment box will not be accepted. Students should also retain a backup of all assignments in a folder that only contains appropriate course work. In case of serious illness or other emergencies, the student should notify the instructor prior to assignment deadlines to make special arrangements.

Attendance:

It is the responsibility of the student to attend class and submit assignments as specified by the instructor. The student bears full responsibility for all material covered in class when they are absent. If a student anticipates being absent when assignments are due they can submit the assignment early or make other arrangements with the instructor. Attendance is absolutely essential for success in this course.

SERVICES, POLICY, and PROCEDURES:

Student Email:

IMPORTANT- All course information, billing, financial aid notices, housing information, scholarship awards, degree check results, and other mail will be sent to you via student email. Please remember to check your student email often for important information.

ADA statement:

Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their request in the following way:

- * Talk with your instructor after class about your disability or special needs related to work in class.

Poteau Campus

- * Complete the Request for Special Accommodations Form with the Student Disability Services Coordinator located in the Student Disability Services/Student Counseling Services office in the Ollie Center in office OC 1203 (second floor).

Sallisaw Campus

- * Complete the Request for Special Accommodations Form with the Assistant Student Disability Services Coordinator located in the Learning Resource Center in office SC 8025. .

FOR WEB COURSES

- * Call or e-mail your instructor about your disability or special needs related to work in web courses.
- * Complete the Request for Special Accommodations Form with the Student Disability Services Coordinator. You may find information on our website under Student Affairs/Student Disability Services.

Services

LRC: The Learning Resource Center is located in the George Ollie Center for Academic Excellence on the third floor, in room 1301; Crissy Keeton, the LRC director, may be reached at [918-647-1319](tel:918-647-1319). The LRC offers tutoring in a variety of subjects including math and English: specific tutoring schedules are available. The LRC also offers notes and textbooks for many classes, as well as a computer lab and study area. Hours of operation are Monday through Thursdays from 8 am to 6 p.m., and on Fridays from 8 am to 4 pm.

Counseling: CASC Student Counseling Services provides free counseling to students who are struggling with school, home life, or a disability. Overseeing the CASC Student Counseling Center is Kerrie Blair, MS, LPC. She serves as counselor at Carl Albert State College and may be reached by phone (918) 647-1389, text (918) 658-5568, or email kblair@carlalbert.edu.

<https://carlalbert.edu/student-services/student-counseling-services>

Library: Research for your class should be conducted at the CASC Libraries. College-level research requires college-level sources. CASC Libraries offer a number of appropriate sources in both print and electronic formats. Visit the library in person for research assistance or at <https://carlalbert.edu/student-services/library/>.

Phone: 918-647-1311 (Poteau) 918-775-6977 (Sallisaw)

Facebook: Library Friends @ Carl Albert State College

Twitter: @CASCLibrary

Instagram: casclibrary

HEA-Required information:

The National Postsecondary Education Cooperative (NPEC) issued Information Required to Be Disclosed Under the Higher Education Act of 1965: Suggestions for Dissemination (NPEC 2010-831). This publication is available at <http://nces.ed.gov>.

Additional Information including Student Handbook, FERPA, Financial Aid, Clery Report, and student consumer information are located at <https://carlalbert.edu/discover-us/student-consumer-reports/>

Notification of class cancellation:

In the event class must be cancelled by the instructor the student will be notified through various methods including, but not limited, to the following: text message, email, or written notification. Students should check their Carl Albert email accounts regularly for such notifications. When possible, instructors will provide notification in advance.

In instances of school closure the notification process occurs in the following ways: the alert system is used to send messages including phone calls, text messages, and emails to all names in the alert system as soon as a decision has been made regarding the status of CASC; an email is sent to all Carl Albert email addresses; closure information is posted to the CASC website as quickly as possible; the phone message for incoming calls at the CASC switchboard will indicate closed status; local radio stations and television stations are notified; however television may or may not post our information so please be sure to check other sources of information as listed above.

Assessment Statement

Assessment is the process that evaluates the learning experience with the purpose of **continual improvement** and has the objective of **assuring the accomplishment of the mission** of Carl Albert State College.

Academic Integrity/ Misconduct Policy:

The following will apply in connection with academic dishonesty:

A. The instructor and his/her Division Chairperson have final authority over the grades given to students or the lowering of grades because of cheating or plagiarism.

B. The term "cheating" includes, but is not limited to:

The use of any unauthorized assistance in taking quizzes, tests, or examinations.

Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

3. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

If it is established that cheating or plagiarism has more than likely occurred:

- A. The instructor may take appropriate disciplinary action, which may include the awarding of an "F" on the particular assignment or in the course.
- B. The instructor will make a report of the incident and of action taken to the Vice President for Academic Affairs.
- C. The student will receive a copy of the report if s/he desires and may appeal the decision of the instructor to the Academic Affairs Committee.
- D. The student and instructor may meet individually with the Academic Affairs Committee to present documentation pertinent to the appeal. Once the Academic Affairs Committee renders its decision, the appeal process is concluded.

Carl Albert State College considers all forms of academic misconduct and dishonesty serious matters which warrant serious attention. Academic dishonesty includes, but is not limited to, cases of cheating and plagiarism, and is, at the very least, subject to disciplinary action by the instructor of record. More serious infractions will warrant disciplinary actions by the college.

Plagiarism is considered unacceptable and incompatible with the educational mission of Carl Albert State College. Since plagiarism always carries consequences, all students are expected to be familiar with the rules for avoiding plagiarism.

Intentional plagiarism is a deliberate act of academic dishonesty in which an individual knowingly represents the work or knowledge of another person as one's own, knowingly incorporates into one's work the words or ideas of another person without clear attribution, fails to acknowledge clearly the partial or full authorship of someone else when submitting a work, and/or consistently fails to cite or quote textual resources properly.

Cheating is considered to be a serious infraction of academic integrity and as such is not tolerated at CASC. Specifically, cheating includes, but is not limited to, instances where work is turned in that is not one's own, copying others' answers in exams and/or papers, infiltration of grading systems, use of deception in acquisition of answers, and/or instances of forgery.

Grade Protest

Students may challenge a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record. Information concerning procedures to be followed is available from the Office of Admissions and Records. (CASC Catalog, p. 74)

Faculty Complaints

A student who feels he or she has serious grounds and evidence to demonstrate unfair treatment by a faculty member may file a formal written complaint with the division chair. First, however, the student is encouraged to visit with the faculty member on an informal basis to discuss the situation. If, after that visit, the student still wishes to file a formal complaint, the division chair will call a meeting between the

student and the faculty member to discuss the complaint and any further action. If the issue still remains unresolved, the division chair, faculty member, and student will meet with the Associate Vice President of Instruction in the Academic Affairs Office.

Semester Regulations Concerning the Beginning and End of the Term

Students should keep in mind that the semester begins with the first day of class, and ends with the last day of the designated final exam period. For that reason, and because final exams may be scheduled up to and through the last day of the final exam schedule, students should not plan to travel until the first day after the end of finals week, unless approval is granted by the division chair AND the Academic Affairs Office. Students may request changes in individual final exam times in writing and through completion of the Change in Final Exam form. Forms are located in the office of the registrar. Requests for change for personal convenience are generally not approved. Approvals are normally limited for the following reasons:

Conflict with working hours on a job that has been held during the term, and for which working schedules cannot be readily adjusted.

Religious reasons.

Four finals in one day. Where amicable agreement cannot be reached by the student and the instructors, the division chair and/or Academic Affairs Office can grant accommodations.

Military obligations verified in writing.

Other exceptional hardship cases including health reasons concerning immediate members of the household and/or death of an immediate family member or attendance of a funeral of an immediate family member.

Additionally, with take-home final exams, instructors have the option and may choose to make those due on the last day of finals.

Students are required to:

complete the Change in Final Exam form;

request the signature and approval of the designated instructor;

submit the form to the appropriate division chair for approval;

The form will be forwarded to the Academic Affairs Office or designee (Vice President for Sallisaw campus).

The Academic Affairs office will then inform the student of the results of the request.

**Requests will be finalized within 72 hours of the formal request.*

Withdrawal Policy:

Students withdrawing from courses should first consult instructors and refer to the current student

handbook or website for withdrawal procedures. Additionally, the student should contact the offices of Financial Aid, Admissions, Business, and Retention. Students failing to attend initial class meetings will be dropped from the class without notification. Beyond that, failure to attend class is not equivalent to dropping the class; students who fail to formally drop the class will receive a grade in the course.

Online Etiquette Statement:

Carl Albert State College expects online users to follow the same basic rules that apply in face-to-face communication. The following guidelines provide direction for students using Internet-based communication. Failure to follow appropriate communication rules may result in negative consequences.

Think before you write. What you say online is permanent. Review and edit before you post and take the feeling of others into consideration.

Be friendly and positive. Even if you disagree with an idea there are ways you can approach your criticism without being hurtful.

Use standard English. Avoid slang and jargon with which others in the class may be unfamiliar. Communication is only effective if the audience can relate to it.

Be professional. Avoid writing in all caps, using multiple exclamation or question marks, and emoticons.

Ask for help. If you feel lost, or need clarification, ask. If you don't ask the questions your instructor and other students won't be able to respond. Besides, you're probably not alone, but don't wait for someone else to ask for you.

Statement of Instructor Modification Right

This syllabus is subject to alteration at the discretion of the instructor. Notification of alteration will be provided to students via class announcement, e-mail, blackboard posting, or similar reasonable method.

Student Financial Responsibility Statement:

In addition to enrolling in classes, part of your enrollment responsibility is payment of your Business Office Account (tuition, fees, etc.)

If you have already paid your entire balance for the semester, and any past balances, thank you.

If you have not Carl Albert State College requires all students to either pay for their Business Office Account by the first day of class or enroll in the Nelnet Payment Plan located on the website by the first day of class.

Students who anticipate receiving financial aid must enroll in the Payment Plan as well. If the financial aid pays for all costs then the payment plan will not go into effect.

If you have questions, please feel free to call the Business Office at [918-647-1325](tel:918-647-1325)

Course Calendar

Week	Content	Week	Content
1	Welcome & Syllabus	9	Getting Started with Access Databases

2	Creating Documents with Microsoft Word 2013	10	Sort and Query a Database
3	Creating Documents in Word	11	Forms, Filters, and Reports
4	Using Tables and Templates to Create Resumes and Cover Letters	12	Getting Started with Powerpoint
5	Creating Research Papers, Newsletters and Mailing Labels	13	Formatting PowerPoint Presentations
6	Creating Worksheets and Charting Data	14	Enhancing a Presentation with Animation, Video, Tables and Charts
7	Using Functions, Creating Tables and Managing Large Workbooks	15	PowerPoint Project
8	Analyzing Data with Pie Charts, Line Charts	16	Presentation