

LCCC COURSE SYLLABUS
CISS 121
MICROCOMPUTER APPLICATIONS I
FALL SEMESTER 2009

COURSE DESCRIPTION:

This course is an introduction to microcomputer applications. It is a survey of application packages including Windows, word processing, spreadsheets, Internet, presentation and graphics. It also includes hardware concepts, basic computer terminology, and email. There are guidelines for selecting and evaluating computer hardware and software.

COURSE OUTCOMES:

This course will give you:

- A basic understanding of computer terminology and concepts.
- A basic understanding of the use of computer hardware.
- A basic understanding of Windows Vista, the Internet, Microsoft Word 2007, Microsoft Excel 2007, and Microsoft PowerPoint 2007.
- The skills needed to effectively utilize a computer for academic, business, and personal purposes.

CLASS DATES/TIMES:

August 17, 2009 — December 13, 2009

SECTION	CLASS	ROOM	TIME	DAY
D1605	Lecture	BU209	8:00-8:50 AM	T-Th
	Lab	BU106	9:00-9:50 AM	T-Th
D1607	Lecture	BU209	10:00-10:50 AM	T-Th
	Lab	BU106	11:00-11:50 AM	T-Th

REQUIRED TEXTBOOKS & MATERIALS:

- Gaskin, Shelley, Lawson, Rebecca. *Go! With the Internet Volume 1*. Pearson Prentice Hall, 2008.
- Grauer, Robert, Hogan, Lynn. *Exploring Series Getting Started with Computing Concepts*. Pearson Prentice Hall, 2008;
- Grauer, Robert, Hulett, Krebs, Lockley, Mulbery, Scheeren. *Exploring Series Microsoft Office 2007 Volume I Third Edition*. Pearson Prentice Hall, 2009.
- USB Flash Drive

IMPORTANT DATES:

All classes begin	8/17/09
Last day to choose audit option	8/20/09
Registration for Spring Semester Begins	8/19/09
Last Day to complete withdrawal	11/6/09
Reading Days - No Classes, Campus Open	12/1/09-12/2/09
Last Day of Regular Class Meetings	12/3/2009
Final Examination Period	12/7/09-12/13/09

Fall Semester Ends

12/13/09

ATTENDANCE:

Attendance is recommended for every lecture and lab session. Lab is especially important for those who are new to using the computer or software. If you are not able to attend class due to some personal problems, please let me know and I will work with you. Regular class attendance will maximize your computer skills for your personal and professional future.

HOMEWORK ASSIGNMENTS:

All homework assignments will be due at the end of the day on the scheduled due date. Students need to abide by this due date. If a student cannot hand in an assignment on the due date, they can hand it in at the beginning of the next class period, place the homework in the drop box on the Angel website, or drop it off at the Business Office (BU 211). If the assignment is late, 10% of the points will be taken off the grade. Late assignments will be accepted up to a week after it is due. After that, late homework will not be accepted.

Some assignments will be submitted to an Angel drop box while others will be printed and handed in. When handing in a printed assignment, put the pages in the proper order. Make sure your first and last name is on every page and staple the homework together. A printed assignment can be turned in during lecture or lab. It can also be emailed as an attachment or submitted to an Angel drop box to show that the assignment is done on time. You will still have to print it out and hand it in at the next class period. I will not print out any assignments from email or the drop box.

The Angel website has a detailed description of all homework assignments. Please, take notice as to how to turn in your homework (email, drop box, in class, or printed out). Different assignments may have different requirements.

LAB TIME:

This class has two 50-minute lab periods scheduled per week. **You will need to spend more than lab time to complete the required assignments.** An open lab schedule is available on the LCCC website and on Angel. This lists the times computer labs will be open around campus, if you do not have access to a computer at home. The Business Building labs have the software required for this class. An LCCC ID is required each time you enter the open labs.

PROBLEMS WITH COMPUTER OR SOFTWARE:

You are responsible for having access to a working computer and software. This can be at home, LCCC, a local library, or a friend. If one computer or software does not work, locate another one so that you are able to finish the assignments on time.

TESTS:

There will be a test after each section: 1) Computing Concepts, Windows Vista, & the Internet, 2) Word 2007, 3) Excel 2007, and 4) PowerPoint 2007. The final exam will be a project using PowerPoint.

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To prepare for the written tests, work through some of the exercises at the end of each chapter. Read the summary, know the key terms, and answer the multiple choice questions. To prepare for the lab tests, review the homework assignments.

Contact me, through email, if you are not able to take a test, before the class begins. If you do not contact me, then you will not be able to make it up and you will receive a zero on the test.

READING DAYS:

Reading days are scheduled during the semester to provide students time to work on papers and other assignments, prepare for finals, meet with their instructors, etc. Students do not need to come to class on this day. The instructor will be available for extra help on Tuesday, December 1st. The exact time and location will be announced.

FINAL EXAM:

Attendance is required on this day. There are no exceptions. The exact day and time will be announced.

GRADING:

You will be evaluated based on your combined performance on homework assignments and exams. The total points earned will be distributed in the following manner:

Assignments:	60%
Exams:	40%

GRADING SCALE:

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

ACADEMIC DISHONESTY:

All students need to do their own work. Plagiarism and Cheating are not acceptable. Plagiarism is the stealing and passing off as your own, the ideas, words, or writings of others without giving appropriate credit or without citing a reference source. Internet sites and all printed material are copyrighted and it is plagiarism to use any of that material as your own. Cheating includes but is not limited to the following: copying files or lending your storage device to another student; copying answers on exams or glancing at nearby exams; printing work for someone else to turn in; turning in assignments that have been used in other classes; and purchasing or selling assignments or exam materials.

Any student who plagiarizes, cheats, or assist others in cheating will receive an F on the assignment or exam. If plagiarism or cheating happens a second time, the student will receive a grade of an F for the course. See the LCCC catalog for the college's policy on academic dishonesty. Plagiarism and Cheating are very serious and can in severe cases result in expulsion from the school and the freezing of your academic records.

INCOMPLETE POLICY:

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No incomplete may be issued without a contract. The student, instructor, and division director must sign all incomplete contracts before grades are submitted. The contract will specifically define how and when the student will meet the course requirements. If you do not take the final exam, you will be awarded the grade you have earned from the total number of possible points. An incomplete will only be awarded under extenuating circumstances. See the LCCC catalog for more information

SPECIAL NEEDS:

Reasonable accommodations will be provided for students with special needs. Contact the instructor to work out the details and/or contact the Office for Special Needs Services in LRC 115 or call extension 4058. See the LCCC catalog for more information.

HANDS-ON EXERCISES:

Most chapters in the texts have hand-on exercises. It is important that you work through these exercises to learn the material in the chapter. This will require you to read the textbook in front of the computer.

ANGEL WEBSITE:

The Angel website will be used extensively in this class. Angel will be used to post course information, post and turn in course assignments, post course announcements, communicate between classes, post examples, etc. Please check Angel a few times a week.

The following directions explain how to get to that website:

- Go to <http://angel.lorainccc.edu>
- Username: student number
- Password: student number, OR last four digits of social, OR if you previously changed it to something else.
- Click Log on.
- Once you are in the website you will see all of your courses for the semester.
- Choose CISS 121.
- Further directions will be given for each assignment later.

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CLASSROOM CONDUCT:

- Sleeping during class and doing non-related coursework during lecture will not be tolerated.
- Leaving during the middle of the lecture should be limited.
- Side conversations that do not relate to the lecture are disturbing to others.
- Please do not bring food or drinks into the lab.
- Please turn off all cell phones. They are disruptive to the class.
- Laboratory computers are not to be used for online computer games. If you have completed the assignment for this class, you may work on an assignment for another class or leave the lab.

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SCHEDULE

Notes: This schedule is subject to change. If any changes are made to the schedule, I will announce them as soon as I am aware of them.

Week	Readings
Week One: 8/17	Computing Concepts, Chapter 1
Week Two: 8/24	Office 2007, Windows Vista, Chapter 1 Go with The Internet, Chapters 2
Week Three: 8/31	Go with The Internet, Chapters 3 & 4
Week Four: 9/7	Exam 1: Computer Concepts, Vista, Internet Office 2007, Office Fundamentals, Chapter 1
Week Five: 9/14	Office 2007, Word, Chapter 1
Week Six: 9/21	Office 2007, Word, Chapter 2
Week Seven: 9/28	Office 2007, Word, Chapter 3
Week Eight: 10/5	Office 2007, Word, Chapter 4 Exam 2: Word
Week Nine: 10/12	Office 2007, Excel, Chapter 1
Week Ten: 10/19	Office 2007, Excel, Chapter 2
Week Eleven: 10/26	Office 2007, Excel, Chapter 3
Week Twelve: 11/2	Office 2007, Excel, Chapter 4
Week Thirteen: 11/9	Exam 3: Excel Office 2007, PowerPoint, Chapter 1
Week Fourteen: 11/16	Office 2007, PowerPoint, Chapter 2

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Week Fifteen: 11/23	Office 2007, PowerPoint, Chapter 3
Reading Days: 12/1 – 12/2	Reading Days I will be available on Tuesday, 12/1, to meet with students. The exact time and location will be announced.
Week Sixteen: 12/3	Office 2007, PowerPoint, Chapter 4
Finals Week: 12/7 – 12/13	Final - Exact Date and Time will be announced.

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