

CS 210-01 Computer Information Systems Syllabus

Spring 2018
Monday and Thursday 10:50-12:10pm
3 Semester Hours

Instructor: Mr. Michael Fredericks [Lab times and office hours](#)
Office: 306B Mott
Telephone: (269) 749 – 7628
E-mail: mfredericks@olivetcollege.edu
Blackboard: <http://blackboard.olivetcollege.edu>
MyITLab Log-In: <http://www.myitlab.com>

Tech Support (MyITLab): <https://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support-office-2016/index.html>

Course Description

This course provides advanced concepts in MS Office. It is designed to advance knowledge of operational proficiency while using Microsoft Office (Word, Excel, Access, and PowerPoint). Students learn how to use advanced features in word processing, spreadsheet, database, and presentation software. Topics include styles and create multilevel lists and charts, create and use financial and lookup functions, define names, validate data, and audit worksheets, create and enhancing queries, customize forms and reports, review, publishing, comparing, combining, and protecting presentations.

CS 210 is the second course of a two part course sequence designed to help students towards completion of Microsoft Office Applications Certification (MOS)

Required Materials *Text:* Gaskin, Vargas, McLellan: *Go! with Office 2016 Custom Print Volume 2*, Pearson, 2016. ONLY AVAILABLE AT OC BOOKSTORE

MyITLab Access Code: One semester access is required. (Students who have taken CS 110 the previous semester should be able to reuse their access code.) Code is provided with new book purchase from OC bookstore, or from <http://www.myitlab.com> (link provided under registration)

Blackboard: This class is Blackboard enabled. As a registered member of this class, an account has been created for you. Check your account immediately to ensure that you have access.

Computer access is required. Numerous tools will be used during the semester to facilitate learning including, Blackboard, Microsoft Office software and access to **MyITLab** (*the homework tool that must be purchased from the publisher.*) In addition, the textbook website (listed above) provides a variety of learning options which include interactive quizzes, chapter PowerPoint slides, flashcards, narrative slides, Office templates etc. Finally, in the unfortunate event that your home computer is not functioning, it is expected that you will fulfill all class requirements at one of the computer labs on campus. As always, be sure to save your work before printing or leaving a computer.

Course Learning Outcomes

After completing this course, students will demonstrate the following learning outcomes:

Course Learning Outcome	Assessment Tool
Navigate the Microsoft Office command structure using the Ribbon, Quick Access Toolbar, Minimum Toolbar and Shortcut Menus. Use Microsoft Office help.	Chapter 1 Homework, simulations, and testing for all four programs in Microsoft Office, Final Exam

Use Word to add styles and create multilevel lists and charts . Use advanced table features . Build documents from reusable content and using markup tools	Homework, simulations, and projects for Chapter 4, 5 and 6 of Microsoft Word
Use Excel to create and use financial and lookup functions, define names, validate data, and audit worksheets. Manage large workbooks. Use advanced sorting and filtering. Create charts, diagrams, and templates.	Homework, simulations, and projects for Chapter 4, 5 and 6 of Microsoft Excel
Use Access to enhancing tables., Create and enhancing queries. Customize forms and reports. Create and use input masks. Index fields in a table. Use aggregate functions in a database. Create and modify reports using calculated controls, grouping, and sorting features..	Homework, simulations, and projects for Chapter 4, 5 and 6 of Microsoft Access
Use PowerPoint to create templates. Review, publishing, comparing, combining, and protecting presentations. Applying advanced graphic techniques and inserting web content, audio and video. Delivering a presentation	Homework, simulations, and projects for Chapter 4, 5 and 6 of Microsoft PowerPoint
Have completed second half of a two course CIS sequence designed to move students towards the Microsoft Office Certification exam	Completion of A grade requirements
Be proficient in advanced usage of Microsoft Access, Word, PowerPoint, and Excel	Completion of A grade requirements, Final Exam

College-Wide Learning Outcomes

This course supports the following College-Wide Learning Outcomes:

- Application of Knowledge – Integrate and apply advanced knowledge in an academic or professional discipline. *Learning Outcome 6.1 – Integrative Knowledge.* Demonstrate use of the theories, analytic methods, and content of one’s discipline in an integrated manner. *Learning Outcome 6.2 – Problem-Solving Skills.* Apply the tools of one’s discipline to demonstrate problem- solving competency in one’s field.
- Critical Thinking – Strengthen foundational skills in critical thinking and quantitative analysis. *Learning Outcome 2.1 – Reasoning and Critical Thinking.* Analyze and evaluate assumptions, claims, evidence, arguments, and forms of expression; use information critically. *Learning Outcome 2.2 – Quantitative Analysis.* Analyze numerical information and integrate quantitative methods into problem solving

Course Conduct

- You are expected to complete all simulations, homework and readings before you attempt a post test. If your schedule does not permit you to arrive on time every lab period, you are advised to take this class at another time.
- This course is comprehensive in nature. The material studied is cumulative and attempting to catch up at the last minute **will not work**. Due to limited number of seating in the labs, you may not have time at the end of the semester to get caught up. If you find that you are struggling, *be proactive*. Act before your concerns become insurmountable problems. Don’t wait until the end of the term to address difficult issues. Exercising time management and disciplined study throughout the semester is the single most important factor in determining success in this class.
- On occasion, students have important issues that must be addressed privately with the instructor. To ensure your concerns receive the consideration they deserve, please discuss them with me during office hours rather than during the brief period between classes.
- A productive and positive learning environment is based upon mutual respect among students and instructors. Moreover, after graduation you will be expected to conduct yourself in a professional manner. Therefore it is expected all students will conduct themselves in a respectful and professional manner. That includes being attentive and quiet during lectures. To facilitate this, **cell phones must be off during lab time.**

Course lab time

Students are expected to attend assigned lab times. Option may be given to attend additional labs if approved by instructor.

Homework

Computer Information Systems is a very practical discipline. So much of the learning process occurs when concepts are applied to examples. Homework and simulations are an important part of this learning process. Preliminary homework assignments are provided in the back of each chapter. Check Blackboard frequently for HW revisions. All individual homework assignments must be completed using MyITLab's portal, a web based simulation and test management system. *MyITLab* simulations duplicates problem structures directly from the end-of-chapter material in your Pearson textbook, using algorithms to provide limitless variations of textbook problems. *MyITLab* can grade assignments automatically, provide instant feedback, and store all results in your private grade book. You can access this system by buying a new textbook (the access code is included). If you purchase a used textbook, you can purchase the access code from either the bookstore or online. **Use the web address at the beginning of this syllabus to either purchase an access code and/or register on our MyITLab class site.**

Each test or project must be completed in the lab. All simulations and homework can be completed outside of lab time. I will log you into the test/project, after student verification has been made. Each exam/project must be completed by the end of lab, so plan accordingly. No saving tests and or projects for completions at a later date will be allowed. If you choose, you may complete the assignment, submit it for grading, and then rework and resubmit it as many times as you want, as long as this is done in the lab. You will receive the highest grade that was recorded during this process. ***NOTE:*** As mentioned above, in the unfortunate event that your home computer is not functioning, it is expected that you will fulfill the homework/simulations requirements at one of the computer labs on campus.

For technical assistance -- please visit the technical support website listed above.

Late enrollment:

IMPORTANT INFORMATION ABOUT ENROLLING IN MYITLAB, LATE IN OUR COURSE:

Although our course is a hybrid course, it is still full semester course; you are expected to start the course and get set up in MyITLab after your first mandatory meeting. To be able to remember, understand, and apply all that you have learned, it will take 2-4 weeks per letter grade to complete. (Example: D grade folder will take up to three weeks to complete). If you are looking at earning an A in the course, you will need to plan appropriately. See chart below:

Register AND complete first post-test at MyITLab by January 26th	Can earn A grade
Register AND complete first post-test at MyITLab February 23rd	Can earn only through B grade
Register AND complete first post-test at MyITLab by March 23rd	Can earn only through C grade
Register AND complete first post-test at MyITLab AFTER March 23rd	Can earn only through D grade

Grading Elements & Policies

By reading the text, completing homework, and working through online simulations, students will complete lessons and testing on various hardware and software applications. Upon satisfactory completion of all testing in a unit, the student will receive the appropriate grade.

A maximum of two tests/projects may be completed per day.

Each letter grade is based on completion of ALL four projects (Word, Excel, Access, PowerPoint™) with each requiring a grade of 70% or better. With exception of the A grade, A grade requires completion of all twelve mastery projects with a 70% or better. No more than one letter grade may be completed each week.

Testing retakes will be allowed with instructor approval. Completion of each letter grade folder will raise the grade one full letter grade. Students working towards an A grade in the course will complete 12 capstone assignments demonstrating mastery of each chapter in the book.

Final Exam

If you score 70% or higher on the final exam:

1. If you completed a full letter grade (e.g. all of C grade, you would move to a C+) you would move up ½ letter grade.
2. If you completed 3 of 4 tests in a letter grade, this test will replace that last test to complete the letter grade. (e.g. 3 of 4 tests completed in B grade, final is 75, you would get credit for a B in the course)
3. If you have completed less than 3 tests in a letter grade, I will consider your score to move you to a minus grade (e.g. if you completed two test in C grade, you may earn a C-), this will be based on your lab attendance, but this is not guaranteed.
4. IF you have not completed at least 3 tests in the D grade, this final cannot help you. You will receive a failing grade, regardless.

If you score below 70% on the exam, your grade will stay the same as it is right now. Anyone who does not show up for the final exam will have their grade reduced by one half letter grade.

Element	Contribution
Post Test projects -Four total in each letter grade (D-B grades) -Twelve total (A grade)	80%
Final Exam	20%

Grading Scale

ASSESSMENT	GRADE
Completion of all four projects in D grade folder and final exam	D in course*
Completion of all four projects in C grade folder and final exam	C in course*
Completion of all four projects in B grade folder and final exam	B in course*
Completion of all twelve projects in A grade folder and final exam	A in course

*-read final exam details for option to move course grade up ½ letter grade

Extra Credit

In the unlikely event that extra credit points are offered, they will be available to all students equally. Please do not ask for individual extra credit points.

Course Withdrawal

The course withdrawal deadline is October 24, 2016. No letter will be written to support your withdrawal from the course after this deadline.

Incomplete Grades

Incomplete grades will be awarded strictly in accordance with Olivet College policy. An incomplete is given only when circumstances beyond the control of the student prevent timely completion of course requirements. An incomplete grade may not be given as a means of avoiding a failing grade.

Vacations/Weather

This class will meet any time the college is open. Absences, late work etc., due to vacation plans on days other than official Olivet College vacation days will be treated as unexcused. In the event the college closes,

the Office of College Relations will notify the campus community through the residence life staff, campus safety, campus e-mail and the college radio station. In addition, local radio stations will be notified as well.

Academic Integrity Academic dishonesty will not be tolerated. All students must be familiar with and abide by the policies regarding academic dishonesty outlined in the Olivet College Student Handbook. ~ Olivet College faculty staff are responsible for reporting to the Academic Performance Committee acts of academic dishonesty of which they become aware. Based on The Olivet College Compact, every student is required to participate within a community built on trust, participation and a sense of pride and each student must commit to behaving and communicating with honesty and integrity. Olivet College's Academic Integrity Policy encompasses these as well as the following Compact commitments: I am responsible for my own learning and personal development, I am responsible for contributing to the learning of others, and I am responsible for treating all people with respect. Olivet believes that academic dishonesty violates these commitments and in so doing causes serious harm to the campus community. ~

Cheating versus Collaborative Learning

You are encouraged to study with other students outside of class. Cooperative study can be an aid to learning. With the exception of online quizzes, you may share ideas, work on homework and projects together, solicit help, meet with tutors and others. Business students are preparing to accept professional responsibilities after graduation. A very important part of that professional responsibility is honesty and trustworthiness. In order to develop these traits you should make it a priority to identify and resolve ethical dilemmas. For many students, the decision to cheat in school is their first professional ethical situation.

Class Ethics

All students in this class are expected to:

- Act with integrity and honesty.
- Strive to master the body of knowledge covered in this course.
- Abide by the College's policy on academic conduct and the Olivet College Compact.
- Treat fellow students and professors with respect, courtesy, and fairness.
- Treating others with respect and courtesy includes turning all phones and other electronic devices off while in class.
- Recognize that your behavior reflects upon not only yourself, but also your student peers, and the Olivet College community.