Course: CS119-2 Computer Applications
Semester: Fall 2010
Time: 9:25 – 10:40 TR
Hours: 3
Location: SC013L

Instructor: Assoc. Professor Clause
Email: clauses@moval.edu
Office Phone: (660)831-4225
Office: SC015
Office Hours: 8:00 – 1:30

COURSE DESCRIPTION
Non-Technical introductory course for the general student to have 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 database operations using Microsoft Office 2007.

No Prerequisites

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 TEXTS
Office 2007 Introductory
Pasewark and Pasewark
Course Technology 2007
GRADING POLICY AND PROCEDURES
90% - A, 80% - B, 70% - C, 60% - D, Below 60% - F

TENTATIVE SCHEDULE
08/24/2010  Review Syllabus
             Lesson 1 Office 2007 Basics  Pages 31 – 52

        Word:
 08/26/2010  Lesson 1 Word Basics  Pages 1 – 24
 08/31/2010  Lesson 2 Basic Editing  Pages 25 - 50
 09/02/2010  Lesson 3 Helpful Word Features  Pages 51 - 78
 09/07/2010  Lesson 4 Formatting Text  Pages 79 - 104
 09/09/2010  Lesson 5 Formatting Paragraphs and Documents  Pages 105 - 140
 09/14/2010  Lesson 6 Working with Graphics  Pages 141 - 180
 09/16/2010  Lesson 7 Working with Documents  Pages 181 - 210
 09/21/2010  Lesson 8 Increasing Efficiency using Word  Pages 211 - 250
 09/28/2010  Word Final Project

        Excel:
 09/30/2010  Lesson 1 Excel Basics  Pages 3 - 26
 10/05/2010  Lesson 2 Changing the Appearance of a Worksheet  Pages 27 – 54
 10/07/2010  Lesson 3 Organizing the Worksheet  Pages 55 –84
 10/12/2010  Lesson 4 Entering Worksheet Formulas  Pages 85 - 104
 10/14/2010  Lesson 5 Using Functions  Pages 105 - 130
 10/19/2010  Lesson 6 Enhancing a Worksheet  Pages 131 - 162
 10/21/2010  Lesson 7 Working with Multiple Worksheets And Workbooks  Pages 162 – 180
10/26/2010  Lesson 8 Working with Charts  Pages 181 – 215

11/02/2010  Excel Final Project

Access:
11/04/2010  Lesson 1 Access Basics  Pages 3 – 28
11/09/2010  Lesson 2 Creating a Database  Pages 29 - 52

PowerPoint:
11/11/2010  Lesson 1 PowerPoint Basics  Pages 3 – 24
11/16/2010  Lesson 2 Creating and Enhancing A Presentation  Pages 25 - 68
11/18/2010  Lesson 3 Working with Visual Elements  Pages 69 – 110
11/23/2010  Lesson 4 Expanding on PowerPoint  Pages 111 – 160
11/30/2010  PowerPoint Final Project

12/02/2010  Final Project Assigned

07/01/2010  Final Project Due

FINAL EXAM
07/01/2010  Final Project Due

OPTIONAL INSTRUCTOR POLICIES

Instructors Attendance Policy: Any Student that misses 5 classes will have his/her grade dropped 1 letter grade. A student missing 10 classes will receive a failing grade for the course.

Assignments: No Credit Will Be Given To Late Work All assignments are to be completed and submitted on time with no excuses. Any student that is aware they will be missing class on the date an assignment is due needs to meet with the instructor prior to missing class to make other arrangements.

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**

Faculty create an environment conducive to honest student work through clear communication of expectations. In the case of suspected academic dishonesty, the faculty member deals with and documents the situation as they deem appropriate. Each documented incident is put in the student’s file in the office of the Chief Academic Officer. Documentation will include the student response to the incident. After three offenses, the CAO, the faculty member(s), and the student meet to discuss the consequences. Consequences include, but are not limited to, course failure or dismissal from school.

**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 midterm 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.