CIS 101
Introduction to Microcomputer Applications
(15 weeks)

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Semester:
Lecture:
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COURSE DESCRIPTION


TEXTBOOK AND SUPPLIES

Microsoft Office 2003: Introductory Concepts and Techniques
Two floppy disks

GRADING

<table>
<thead>
<tr>
<th>Course Grade</th>
<th>Points</th>
<th>Approximate % of Grade</th>
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</thead>
<tbody>
<tr>
<td>Announced examinations (3)</td>
<td>300</td>
<td>67</td>
</tr>
<tr>
<td>Laboratory and out-of-class assignments</td>
<td>280</td>
<td>32</td>
</tr>
<tr>
<td>Extra credit</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

Point System

580 total assigned points; 605 total possible points with extra credit.

A  >= 454
B  >= 303
C  >= 152
D  <= 152
COURSE POLICIES

Student Conduct In Class Policy

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook.

Children In Class Policy

Only in extreme cases are children allowed in classroom or laboratory facilities, and then only with approval of the instructor prior to class.

Electronic Devices In Class Policy

Cellular telephones, pagers, CD players, radios, and similar devices are prohibited in the classroom and laboratory facilities. Calculators and computers are prohibited during examinations and quizzes, unless specified. Reasonable laptop-size computers may be used in lecture for the purpose of taking notes.

Examination Policy

Three announced examinations will be given. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled.

To prepare for examinations, attend lecture and read the chapters. At least 90% of the questions are taken directly from the reading material. Review the Quick Reference Summary at the back of the book for the application on which you are being tested. The Quick Reference Summary for each of the applications is also available at scsite.com/wd2003/qr, scsite.com/ex2003/qr, scsite.com/ac2003/qr, scsite.com/ppt2003/qr, scsite.com/out2003/qr.

If you are absent or late, you are responsible for getting the course notes, handouts, and laboratory assignments you missed. In nearly every case, lecture notes will be available on the CIS 101 Web page. Keep in mind the Wayland Baptist University Policy.

Appeals Policy

To appeal a grade, send an e-mail to your instructor's e-mail address within two weeks of receiving the grade. Overdue appeals will not be considered.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.
Cheating Policy

Students are expected to uphold the school’s standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the TA, not other classmates.

Laboratory Policy

Although the laboratory assignments comprise only 30% of a grade, a student can receive a final grade no greater than a D if more than three laboratory assignments are not completed. Laboratory assignments receiving less than 50% are incomplete.
EXTRA CREDIT

You may complete any Cases and Places exercise at the end of a project or any of the exercises at the end of the Web Features for five points, up to a maximum of 25 points. Each Cases and Places exercise must come from a different project. Extra credit will not be accepted late.

LECTURE, LABORATORY, AND EXAMINATION SCHEDULE

You are expected to read each assigned project prior to the lecture. Lectures will be short, to the point, and address the highlights of the Project for that week. Most of the class time will be spent working on your Laboratory assignments.

Weekly Laboratory assignments can only be handed immediately before lecture begins the following week. Laboratory assignments handed in after lecture begins are considered late.

No assignments will be accepted more than one week late. Late assignments are penalized 25%, and assignments two weeks late are penalized 50%. Plan to spend approximately six to eight hours each week working on laboratory assignments.

Make sure your name and exercise number appears in the upper-left corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive zero points. If your assignment is multiple sheets, sequence it according to the order of the exercise.

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- them
- you were told to print them in
In the Laboratory Assignments column, when assigned an entire Project, complete all the steps in the book of that Project on your computer.

<table>
<thead>
<tr>
<th>Week Of</th>
<th>Reading Assignment</th>
<th>Laboratory Assignment</th>
<th>Test Points</th>
<th>Lab Points</th>
</tr>
</thead>
</table>
| 8 Nov   | 1. Introduction to Computers  
2. Page WIN 89, In the Lab 3 | 20 | |
| 15 Nov  | 1. Word Project 1 | 1. Do Word Project 1  
2. Page WD 68, In the Lab 2 | 20 | |
| 29 Nov  | 1. Word Project 2 | 1. Do Word Project 2  
2. Page WD 134, In the Lab 3 | 20 | |
| 6 Dec   | 1. Word Project 3  
2. Word Web Feature | 1. Do Word Project 3  
2. Page WD 199, In the Lab 1  
3. Do Word Web Feature | 20 | |
| 13 Dec Exam 1 | 1. Excel Project 1 | 1. Do Excel Project 1  
2. Page EX 57, Apply Your Knowledge 1  
3. Page EX 61, In the Lab 3 | 100 | 20 |
| 3 Jan   | 1. Excel Project 2  
2. Excel Project 3  
3. Excel Web Feature | 1. Do Excel Project 2  
2. Page EX 136, In the Lab 3  
4. Do Excel Project 3  
5. Page EX 215, In the Lab 2  
6. Do Excel Web Feature | 20 | 20 |
| 10 Jan Exam 2 | 1. Access Project 1 | 1. Do Access Project 1  
2. Page AC 59, In the Lab 2 | 100 | 20 |
| 17 Jan  | 1. Access Project 2  
2. Access Project 3  
3. Access Web Feature | 1. Do Access Project 2  
2. Page AC 110, In the Lab 2  
4. Do Access Project 3  
5. Page AC 192, In the Lab 2  
6. Do Access Web Feature | 20 | 20 |
| 24 Jan  | 1. PowerPoint Project 1  
2. PowerPoint Project 2  
3. PowerPoint Web Feature | 1. Do PowerPoint Project 1  
2. Page PPT 72, In the Lab 2  
3. Do PowerPoint Project 2  
4. Page PPT 136, In the Lab 3  
5. Do PowerPoint Web Feature | 20 | 20 |
| 31 Jan  | 1. Outlook Project 1  
2. 1. Integration Project 1 | 1. Do Outlook Project 1  
2. Page OUT 63, In the Lab 3 | 20 | 20 |
| 7 Feb Final Exam | Final Exam is comprehensive | All Extra Credit due | 100 |