

**Sisi Virasak**  
**CIS125 – Introduction to Software Applications**  
**Winter 2020 Syllabus**

<b>Email:</b> virasas@linnbenton.edu	<b>Class Room:</b> MKH-207
<b>Office:</b> MKH-108	<b>Class Day/Time:</b> MW @ 10-11:50 AM
<b>Phone:</b> 541-917-4617	<b>Office Hours:</b> MW 2-3:30 PM/TR 10 AM-3PM

**Course Description and Objectives:**

This course is designed to teach the use of technology as a productivity tool within a business environment through the use of various software packages. Students will use word processing software for formatting business correspondence; creating tables, multipage documents, and graphical elements; mail merging, and using other features. Spreadsheet software will be used to create formulas, use built-in functions for calculations, create charts/graphs referencing other worksheets/cells, and for other formatting and editing features. Database software will be used to produce, edit, and create visually compelling databases for business outcomes. Instruction in this course is provided through demonstration and discussion. Class time will be provided for practicing concepts as well as working through assignments; however, *additional time outside of class will be essential* to improve skills and complete the assignments.

**Required Course Materials:**

- 1) A minimum 2GB USB drive

**Learner Outcomes:**

1. Word processing software: Use the features of a word processing program to produce, format, edit, and enhance business documents.
2. Spreadsheet software: Use and understand a spreadsheet software program to create, edit, and format spreadsheets and charts.
3. Database software: Use the features of a database program to produce, edit, and make visually appealing databases.

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**Grades Table:**

Assignments/Exams	Weight
10 Assignments	25%
Midterm Exam (50 Multiple-Choice questions).	30%
Final Team Project (MS Word, MS Excel, MS Access) – see guidelines in Moodle week-0.	35%
Participation (2% points for each day missed).	10%
<b>TOTAL</b>	<b>100%</b>
<b>Grades:</b>  <b>IMPORTANT:</b> A grade of “C” or higher is considered passing.	A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: < 60%  P: >= 70% NP: < 70%

**Academic Honesty:**

Helping, or being helped by, another student during an exam will be considered a breach of academic honesty and is grounds for receiving a zero grade and/or failing the course among other possible remedies.

**Classroom Conduct:**

- 1) Please silence cell phones and do not use during class.
- 2) Please do not bring other electronic devices to class including laptops, iPods, iPads, etc.
- 3) No food or drink in the classroom.
- 4) Please respect the learning environment of others and keep distractions to a minimum.

**LBCC Center for Accessibility Resources:**

Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.

**LBCC Comprehensive Statement of Nondiscrimination:**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

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**LBCC Statement of Inclusion:**

The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill (related to Board Policy #1015).

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Week	Activity	Due
Week-1 Jan 6-12	<ul style="list-style-type: none"> <li>➤ Welcome, introductions, scope &amp; set clear expectations</li> <li>➤ Week-1 scope = Word Section 1: Creating and Editing a Document</li> <li>➤ <b>Week-1 assignment</b></li> </ul>	Jan 12 @ 11:55 pm
Week-2 Jan 13-19	<ul style="list-style-type: none"> <li>➤ Week-2 scope = Word Section 2: Formatting characters and paragraphs, Word Section 3: Formatting and Enhancing a Document</li> <li>➤ <b>Week-2 assignment</b></li> </ul>	Jan 19 @ 11:55 pm
Week-3 Jan 20-26	<p style="text-align: center;"><b>**Jan 20 No class – Martin Luther King Jr. Day**</b></p> <ul style="list-style-type: none"> <li>➤ Week-3 scope = Word Section 4: Formatting with Special Features</li> <li>➤ <b>Week-3 assignment</b></li> </ul> <p>NOTE: Project Teams formed.</p>	Jan 26 @ 11:55 pm
Week-4 Jan 27- Feb 2	<ul style="list-style-type: none"> <li>➤ Week-4 scope = Excel Section 1: Analyzing data using Excel</li> <li>➤ <b>Word Exam Jan 30</b></li> <li>➤ <b>Week-4 assignment</b></li> </ul>	Feb 2 @ 11:55 pm
Week-5 Feb 3-9	<ul style="list-style-type: none"> <li>➤ Week-5 scope = Excel Section 2: Editing and Formatting Worksheets</li> <li>➤ <b>Week-5 assignment</b></li> </ul>	Feb 9 @ 11:55 pm
Week-6 Feb 10-16	<ul style="list-style-type: none"> <li>➤ Week-6 scope = Excel Section 3: Using functions and adding visual elements</li> <li>➤ <b>Week-6 assignment</b></li> </ul>	Feb 16 @ 11:55 pm
Week-7 Feb 17-23	<p style="text-align: center;"><b>**Feb 17 No class – President’s Day**</b></p> <ul style="list-style-type: none"> <li>➤ Week-7 scope = Excel Section 4: Working with Multiple Worksheets, Tables and other File Formats</li> <li>➤ <b>Week-7 assignment</b></li> </ul>	Feb 23 @ 11:55 pm
Week-8 Feb 24- Mar 1	<ul style="list-style-type: none"> <li>➤ Week-8 scope = Access Section 1: Databases, Tables &amp; Fields</li> <li>➤ <b>Week-8 assignment</b></li> <li>➤ <b>Excel Exam Feb 27</b></li> </ul>	Mar 1 @ 11:55 pm
Week-9 Mar 2-8	<ul style="list-style-type: none"> <li>➤ Week-9 scope = Access Section 2: Queries, Reports &amp; Forms</li> <li>➤ <b>Week-9 assignment</b></li> </ul>	Mar 8 @ 11:55 pm
Week-10 Mar 9-15	<ul style="list-style-type: none"> <li>➤ Week-10 scope = Access Section 3: Relationships</li> <li>➤ <b>Week-10 assignment</b></li> <li>➤ Project teams artifacts (MS Word, Excel &amp; Access) <ul style="list-style-type: none"> <li>➤ Only one team member to submit</li> </ul> </li> </ul>	Mar 15 @ 11:55 pm
Week-11 Mar 16	<ul style="list-style-type: none"> <li>➤ <b>Team Presentations - on Wed, March 20 @ 8-9:50 AM (must be in class)</b></li> </ul>	