

Frank Lister
CIS125 – Introduction to Software Applications Syllabus

Email: listerf@linnbenton.edu
Monday Zoom Meetings: 10 am to 11:50 am

Join Zoom Meeting

<https://linnbenton.zoom.us/j/92811520301>

Passcode: 121314

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.

Learner Outcomes:

- Word processing software: Use the features of a word processing program to produce, format, edit, and enhance business documents.

- Spreadsheet software: Use and understand a spreadsheet software program to create, edit, and format spreadsheets and charts.

- Database software: Use the features of a database program to produce, edit, and make visually appealing databases.

Grades Table:

Assignments/Exams Weight (-10% per week for late work)

- 10 Quizzes 10%
- 13 Challenges 10%
- 10 Assignments 40%
- 3 Exam (50 Multiple-Choice questions). 40%

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Grades:

IMPORTANT: A grade of “C” or higher is considered passing.

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

Instructor and Student Responsibilities:

Instructor Responsibilities

- I commit to starting all classes on time.
- I commit to showing up to class prepared.
- I commit to balancing class time between lecture and hands-on exercises.
- I commit to responding to your email within 24 hours. Weekends iffy.
- I commit to holding published office hours.
- I commit to grading assignments within 3 days (after due date).
- If I'm unable to come to a class, I commit to doing my best to find a substitute instructor while keeping you up-to-date.

Student Responsibilities

- You agree to attend all classes and to comply with college code of conduct.
- You agree to actively participate in class discussions and exercises.
- You agree to complete all readings and course assignments on time (due on Sunday night).
- You agree to spend an average of 4 hours per week on readings and assignments outside of class (see Moodle for details).

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:

- Please silence cell phones and do not use them during class.
- 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.

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	<ul style="list-style-type: none"> ➤ Week-1 scope <ul style="list-style-type: none"> ○ Welcome, introductions, scope & set clear expectations ○ Word Section 1: Creating and Editing a Document ➤ Week-1 assignment: Introduction / Quiz 	Sunday, 11:59 p.m.
Week-2	<ul style="list-style-type: none"> ➤ Week-2 scope <ul style="list-style-type: none"> ○ Word Section 1: Sections, templates and styles ○ Word Section 2: Tables: complex tables and manage data ➤ Week-2 assignment: Templates / Challenge & Quiz 	Sunday, 11:59 p.m.
Week-3	<ul style="list-style-type: none"> ➤ Week-3 scope <ul style="list-style-type: none"> ○ Word Section 3: Mail Merges ○ Word Section 4: Graphics ➤ Week-3 assignment: Mail Merge / Challenge & Quiz 	Sunday, 11:59 p.m.
Week-4	<ul style="list-style-type: none"> ➤ Week-4 scope <ul style="list-style-type: none"> ○ Excel Section 1: Analyzing data using Excel ➤ Week-4 assignment: Charts and Formatting Pictures / Challenge & Quiz 	Sunday, 11:59 p.m.
Week-5	<ul style="list-style-type: none"> ➤ Week-5 scope <ul style="list-style-type: none"> ○ Excel Section 2: Editing and Formatting Worksheets ➤ Week-5 assignment: Web page / Quiz ➤ Word Exam on Monday in Zoom Meeting 	Sunday, 11:59 p.m.
Week-6	<ul style="list-style-type: none"> ➤ Week-6 scope <ul style="list-style-type: none"> ○ Excel Section 3: Using functions and adding visual elements ➤ Week-6 assignment: Excel Charts and Tables / Challenge & Quiz 	Sunday, 11:59 p.m.
Week-7	<ul style="list-style-type: none"> ➤ Week-7 scope <ul style="list-style-type: none"> ○ Excel Section 4: Working with Multiple Worksheets, Tables and other File Formats ➤ Week-7 assignment: Sort and Filter / Challenge & Quiz 	Sunday, 11:59 p.m.
Week-8	<ul style="list-style-type: none"> ➤ Week-8 scope <ul style="list-style-type: none"> ○ Access Section 1: Databases, Tables & Fields ➤ Week-8 assignment: Formula & Functions / Quiz ➤ Excel Exam on Monday in Zoom Meeting 	Sunday, 11:59 p.m.
Week-9	<ul style="list-style-type: none"> ➤ Week-9 scope <ul style="list-style-type: none"> ○ Access Section 2: Queries, Reports & Forms ➤ Week-9 assignment: Access Tables and Forms / Challenge & Quiz 	Sunday, 11:59 p.m.
Week-10	<ul style="list-style-type: none"> ➤ Week-10 scope <ul style="list-style-type: none"> ○ Access Section 3: Relationships ➤ Week-10 assignment: Tables, Queries, Forms, & Reports / Challenge & Quiz 	Sunday, 11:59 p.m.
Finals Week	<ul style="list-style-type: none"> ➤ Access Exam on Monday in Zoom Meeting 	Monday, 11:50 a.m.