

Revised 12:00 noon on 8/25/09

The University of Arkansas - Monticello Division of Computer Information Systems

CIS 2223 Microcomputer Applications

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Fall Semester: August 26 – December 18, 2009

Class meets: Monday and Wednesday – 3:10 – 4:30

Prerequisites: Keyboarding recommended

Office hours: MTWH – 9:00 – 11:00

Required Materials: *New Perspectives on Microsoft Office 2007 – First Course – Windows Vista Edition* (Shaffer, Carey, et.al.) ISBN: 10:1-4283-6758-6

Approximately five (5) scantron sheets

Student Learner Outcomes for Microcomputer Applications:

The student who successfully completes this course will be able to demonstrate knowledge of:

1. Windows operating system
2. Word word-processing application
3. Excel spreadsheet application
4. PowerPoint presentation application
5. Internet connection applications and the World Wide Web
6. e-mail basics and Campus Connect

Students successfully completing the UAM CTM Administrative Office Technology program will be able to:

- 1. Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology .**
- 2. Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.**
- 3. Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.**

ATTENDANCE POLICY

Persistent attendance is expected in order to gain knowledge from this course. However, assignments are due on day of the test for the chapter/unit covered. Missing 10 or more classes may result in failure of the course.

MAKE-UP WORK/TEST POLICY

Each student is given a syllabus for each course at the beginning of the semester. It is the student's responsibility to keep up with syllabus and the deadlines listed. If a student misses an assignment, depending on the size of the assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes.

If a student misses an assigned test, he/she will have one (1) week to make up the test. However, the highest grade that can be made will be an 89 (B). If the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" or "F" on the test.

GRADING POLICY

Grades will be determined by labs/assignments, and a final exam. All grading will be on a total-point system. Tests will count 50% of your final grade; assignments, 25%; and final exam, 25%.

The following grading scale will be used for assigning final grades:

A = 90 -100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 0 - 59

The final exam *will not* be comprehensive, but will consist of a PowerPoint project as well as a written exam over PowerPoint.

CHEATING/PLAGIARISM

Cheating of any type or by any means will not be tolerated! Any student caught cheating should fully expect to be withdrawn from or fail the course. Any appeals to the decision must be filed within 10 days of the instructor's decision.

STUDENTS WITH DISABILITIES:

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

DISRUPTIVE BEHAVIOR

The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

If you wish to talk, sleep, play games, pass notes, look at pictures, work on homework, or anything else not related to the class and/or lecture, *don't come to class*.

INCOMPLETE POLICY

A student must be current with course work assignments and/or examinations and must have completed at least 75% of all required course work assignments and/or examinations to be considered for a grade of Incomplete (I).

WEDNESDAY, AUGUST 26

- Intro to course
- Intro to e-mail basics and Campus Connect

MONDAY, AUGUST 31

- Continue with e-mail basics and Campus Connect

WEDNESDAY, SEPTEMBER 2

- **TO BE GRADED: e-mail assignment and Campus Connect assignment**

WEDNESDAY, SEPTEMBER 9

- Test – e-mail basics and Campus Connect

MONDAY, SEPTEMBER 14

- Begin Exploring the Basics of Microsoft Windows Vista – pp. WIN 1 – WIN 33

WEDNESDAY, SEPTEMBER 16

- **TO BE GRADED: REVIEW ASSIGNMENT – P. WIN 34**
- **TO BE GRADED: CASE PROBLEM 1 – P. WIN 35**

MONDAY, SEPTEMBER 21

- **TO BE GRADED: REALITY CHECK – P. WIN 40**
- Test – Windows Vista

WEDNESDAY, SEPTEMBER 23

- Begin Managing Your Files – pp. FM 1 – FM 18

MONDAY, SEPTEMBER 28

- **TO BE GRADED: REVIEW ASSIGNMENTS – P. FM 20**

WEDNESDAY, SEPTEMBER 30

- **TO BE GRADED: CASE PROBLEM 1 – P. FM 2 1**

MONDAY, OCTOBER 5

- Test – Managing Your Files

WEDNESDAY, OCTOBER 7

- Begin Getting Started with Microsoft Office 2007 – pp. OFF 2 – OFF 29

MONDAY, OCTOBER 12

- Complete Getting Started with Microsoft Office 2007
- Begin Microsoft Word – Tutorial 1 – pp. WD1 – WD 37

WEDNESDAY, OCTOBER 14

- **TO BE GRADED: REVIEW ASSIGNMENTS – PP. WD 38 – WD 39**
- **TO BE GRADED: CASE PROBLEM 1 – PP. WD 39 – WD 40**
- **TO BE GRADED: CASE PROBLEM 3 – PP. WD 41 – WD 42**

MONDAY, OCTOBER 19

- Complete Microsoft Office Word – Tutorial 1 **TO BE GRADED** assignments
- Microsoft Office Word – Tutorial 2 – pp. WD 45 – WD 86
- **TO BE GRADED: REVIEW ASSIGNMENTS – PP. WD 87 – WD 90**

WEDNESDAY, OCTOBER 21

- Microsoft Office Word – Tutorial 3 – pp. WD 97 – WD 137
- **TO BE GRADED: REVIEW ASSIGNMENTS – PP. WD 139 – WD 140**
- **TO BE GRADED: CASE PROBLEM 1 – PP. WD 140 – WD 141**

MONDAY, OCTOBER 26

- Complete Microsoft Office Word – Tutorial 3 **TO BE GRADED** assignments

WEDNESDAY, OCTOBER 28

- Test - Word

MONDAY, NOVEMBER 2

- Microsoft Office Excel – Tutorial 1 – pp. EX 1 – EX 46
- See instructions at end of syllabus

WEDNESDAY, NOVEMBER 4

- Complete Excel Tutorial 1

MONDAY, NOVEMBER 9

- Microsoft Office Excel – Tutorial 2 – pp. EX 57 – EX 100
- See instructions at end of syllabus

WEDNESDAY, NOVEMBER 11

- Microsoft Office Excel – Tutorial 3 – pp. EX 113 – EX 140
- See instructions at end of syllabus

MONDAY, NOVEMBER 16

- Complete Excel Tutorial 3

WEDNESDAY, NOVEMBER 18

- Microsoft Office Excel – Tutorial 4 – pp. EX 161 – EX 205
- See instructions at end of syllabus

MONDAY, NOVEMBER 23

- Test - Excel

MONDAY, NOVEMBER 30

- Begin Microsoft Office PowerPoint Tutorial 1 – pp. PPT 1 – PPT 31
- **TO BE GRADED: CASE PROBLEM 1 – PP. PPT 34 – PPT 35**

WEDNESDAY, DECEMBER 2

- Complete Microsoft Office PowerPoint Tutorial 1

MONDAY, DECEMBER 7

- Microsoft Office PowerPoint Tutorial 2 – pp. PPT 41 – PPT 76
- **TO BE GRADED: REVIEW ASSIGNMENTS – PP. PPT 78 – PPT 79**

WEDNESDAY, DECEMBER 9

- Complete Microsoft Office PowerPoint Tutorial 2
- Work on Final Exam Presentation

WEDNESDAY, DECEMBER 16 – 4:00 – 6:00 PM

- **FINAL EXAM** – written test over PowerPoint lessons

*UAM College of Technology - McGehee
Administrative Office Technology/CIS Program Syllabus Agreement - Fall 2009*

August, 2009

I, _____ do enter into an agreement with the Instructor of the course listed below.
PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/stringfellow>) a copy of the syllabus for the course:
_____ Microcomputer Applications _____.
- I have read and do understand the requirements of the course, specifically the grading and attendance policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- I understand that a 1% penalty will be applied to any assignment turned in late and whether or not the late assignment is accepted is up to the Instructor.
- I understand that cheating, lying, plagiarism, abuse of the Internet, or other illegal or unethical behavior may result in:
 - a grade of "0" on the assignment
 - a grade of "F" for the course
 - dismissal from the above listed course
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, and other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on _____ December _____, 2009 from _____ am/pm to _____ am/pm.

Student's signature

Date

EXCEL

Tutorial 1 assignments:

TO BE GRADED: Review Assignment
TO BE GRADED: Case Problem 1

Tutorial 2 assignments:

DO NOT READ pp. EX 86, “Introducing Conditional Formats” through p. EX 95, “Hiding Worksheet Data”.

TO BE GRADED: Review Assignment (DO NOT DO instructions 10, 12, 13, 18)

Tutorial 3 assignments:

DO NOT READ pp. EX 120, “Working with Functions” through p. EX 130, Session 3.1 Quick Check.

DO NOT READ p. EX 137, “Developing a Savings Plan” through p. EX 144.

DO NOT READ p. EX 146, “Working with Financial Functions” through p. EX 150.

TO BE GRADED: Case Problem 1 with these extra instructions:

Inst. 3 – Formula in cell F17 should be:
=(B17*\$C\$8)+(C17*\$C\$9)+(D17*\$C\$10)+(E17*\$C\$11)

Inst. 5 – Formula in cell B5 should be: =COUNTA(A17:A52)

Inst. 6 – Formula in cell D8 should be: =MEDIAN(B17:B52)
Formula in cell D9 should be: =MEDIAN(C17:C52)
Formula in cell D10 should be: =MEDIAN(D17:D52)
Formula in cell D11 should be: =MEDIAN(E17:E52)
Formula in cell D12 should be: =MEDIAN(F17:F52)

Inst. 7 – Formula in cell E8 should be: =MAX(B17:B52)
Formula in cell E9 should be: =MAX(C17:C52)
Formula in cell E10 should be: =MAX(D17:D52)
Formula in cell E11 should be: =MAX(E17:E52)
Formula in cell E12 should be: =MAX(F17:F52)

Inst. 8 – Formula in cell F8 should be: =MIN(B17:B52)
Formula in cell F9 should be: =MIN(C17:C52)
Formula in cell F10 should be: =MIN(D17:D52)
Formula in cell F11 should be: =MIN(E17:E52)
Formula in cell F12 should be: =MIN(F17:F52)

DO NOT do Inst. 11

Tutorial 4 assignments:

DO NOT READ p EX 194, “Adding a Data Series to an Existing Chart” down to “Choosing the Right Type of Chart” on p. EX 199.

DO NOT READ p. EX 202, “Creating a Chart Sheet” through p. EX 205.

TO BE GRADED: Case Problem 2