# Red Rocks Community College
# CIS118.601
# Introduction to PC Applications
### (Windows 10, Office 2016 and File Management)
# Fall 2016

**INSTRUCTOR:**    Tammy Shubert

**VOICE MAIL:**    402-326-0288

**E-MAIL:**    Use Desire2Learn (D2L) to contact me via email or
tammy.shubert@gmail.com

**OFFICE:**    Arranged

**OFFICE HOURS:**    Schedule a time with me

**IMPORTANT DATES:**

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|---|---|
| 09/10 | 15-week classes begin |
| 09/07 | Application deadline for Fall graduation |
| 10/18 | All-College Development Day - No Classes |
| 10/20 | Last day to withdraw and receive a refund |
| 11/21 – 11/27 | Fall Break – No Classes |
| 11/15 | Last day to withdraw (no refund) |
| 12/13 | Semester ends |

**COURSE URL:**    http://rrcc.desire2learn.com

**WEB SITE:**    Go to http://www.rrcc.edu/computer-technology/ for the latest Computer Technology information.

**CATALOG DESCRIPTION**:    This course introduces computer terminology, file management, and PC system components. It provides an overview of the operating system and Office 2016 application software including word processing, spreadsheets, and databases.

**COURSE GOAL:**    This course is designed to be a hands-on survey of personal computer applications. The student will be introduced to Windows 10, Word, Excel, and Access. General concepts will be emphasized that may be applied to other vendors' application software. Students must have access to Windows 10, Word 2016, Excel 2016, and Access 2016 in order to complete the course. If a student does not have access to the required software, work may be completed in the campus computer labs.

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| **PREREQUISITE**: | None<br>*Recommendation: Complete BTE100 or key at the rate of at least 20 wam* |
| **SYSTEM USERNAME AND PASSWORD:** | The Username is your S#.<br>The Password is **your birthday (March281995)**. |
| **TEXT:** | R, Nordell, Stuart, A. Easton, P. Graves, et al. *CIS 118 Introduction to PC App: Microsoft Office 2016, IBSN 978-0-07-802032-2 (includes SIMnet)*<br><br>You **MUST** have SIMnet to complete this course. |
| **SUPPLIES:** | ■ Memory stick/external storage<br>■ Office Professional 2016 (includes Word, Excel, and **Access**). |

**EVALUATION:**    The following grading scale is used

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|---|---|
| 92 - 100% | A |
| 84 - 91% | B |
| 73 - 83% | C |
| 65 - 72% | D |
| Below 65% | F |

The final grade will be based on the following:

| | |
|---|---|
| Attendance | = 10% |
| SIMbook Assignments | = 20% |
| Practical and Written Assignments | = 20% |
| SIMnet Projects | = 20% |
| Tests | = 30% |

**STUDENT & INSTRUCTOR EXPECTATIONS:**    Students should be prepared to question, learn and complete assignments in a timely and professional manner. For a three credit hour course such as this, you should expect to spend *at least* 9-12 hours per week outside of class on the coursework, including reading assignments, viewing videos, completing SIMnet assignments, and other activities.

Students are expected to be courteous and respectful to the instructor and fellow students during class and in all written or verbal communications. All rules in the student *Code of Conduct* apply to this classroom. In return the instructor will work to provide a respect-filled environment in which every student can learn. The instructor will also give students timely and professional feedback (including graded assignments) and assistance in their learning.

Cell phones should be silenced or turned off during class. Texting or surfing the Web during class is unacceptable. Cell phones must be in pockets or

packs during exams.  Use of a cell phone during an exam may result in a failing grade on the exam.

Please read the Course Expectations document posted on the D2L Content page under Getting Started to see other expectations and responsibilities of students.

**ASSIGNMENTS:**    Students should work through SIMbook lessons and complete SIMnet projects and exams that are listed on the D2L Content link located on the lower left link area on the navigation bar for this class.  (Hint:  The lower left link area is located at the *top* of the D2L page just below the RRCC logo.  It contains links for Course Home, Content, Classlist, Dropbox, Quizzes, Grades.)
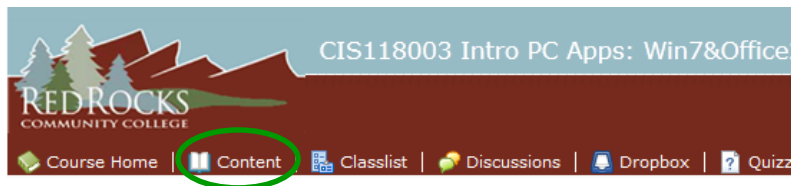


All assignments MUST be completed in Office 2013 or Office 2016 (Office 365).  Do not complete assignments in Open Documents or a lower version of Office.

In-Class Participation Activities are assigned for almost every class meeting and are completed during class time.  If a student is absent when an In-Class Participation Activity has been assigned, he/she may submit the activity at the *beginning* of the *next* class session.  Check the assignment schedule and the D2L Content page for details on completing each assignment.

SIMnet Projects may be submitted up to ten times in order to achieve a better score.  **The original submittal of SIMnet Projects will be accepted up to one week after their due date.**  A 10% penalty will be assessed to projects that are submitted late.  Resubmitted projects will not be accepted after the due date.  The highest score achieved on the project will be recorded.

Dropbox and other (non-SIMnet) assignments may be submitted up to week after their due date.  A 10% penalty will be assessed to assignments that are submitted late.

*DO NOT* use the Windows Internet Explorer 8 browser when working in SIMnet.  Use either Firefox or Internet Explorer (IE) browser 9 or above.

A SIMbook lesson must be *completed* by the beginning of class on its due date in order to receive a grade of 100%. Incomplete SIMbook assignments will receive a grade based on the percentage of the lesson that has been completed by the due date and time. Lessons submitted after their due date will receive a grade of zero.

A test will be given at the end of each section (Windows 7, Word, Excel, Access) of work.

Points will be deducted for misspelled words and/or incorrect grammar usage on assignments and exams.

**ATTENDANCE:**    Attendance is critical to the successful completion of this course and is therefore worth 10% of the student's grade. Two or more absences will result in the student's grade being lowered one full letter grade. Three instances of coming to class late equal one absence. Students must sign the attendance sheet to receive credit for attending class.

**EMAIL:**    Please use Desire2Learn (D2L) email to contact me. Due to the Family Educational Rights and Privacy Act (FERPA) regulations, all college correspondence must be conducted through your college assigned email account (@student.cccs.edu) or D2L email.

In the Subject Line, include *YOUR NAME (FIRST AND LAST), THE COURSE AND SECTION (CIS 118.001) AND THE WORDS, "QUESTION ABOUT" WITH THE SUBJECT OF YOUR QUESTION FILLED IN*. Improperly labeled email messages may not be viewed in a timely manner or may be deleted.

**ACCESSING SIMnet:**    After you have paired SIMnet (we will do this together during class time) with D2L you must use the link in D2L to access SIMnet.

**ACADEMIC INTEGRITY:**    Students should read and adhere to the Code of Conduct that is published in the *Student Handbook*. Students who cheat on assignments or exams may be penalized, at the discretion of the instructor, with anything from receiving a zero on an assignment up to and including failing the course.

**SPECIAL ACCOMMODA-TIONS:**    ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Section 504 of the Rehabilitation Act of 1973: Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, please contact Accessibility Services. Faculty members are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive. Students may contact the Accessibility staff by telephone or email to make an intake appointment at 303-914-6733 or access@rrcc.edu. Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at http://www.rrcc.edu/accessibility-services.

**INCOMPLETES:** Incomplete grades are given only in extenuating circumstances, as determined by the instructor.  No incomplete grade will be given unless the student has participated in class regularly and has met the requirements for the incomplete policy. Incompletes are considered only upon the student's request and require the instructor's approval.  Arrangements for an Incomplete grade must be made prior to the last week of the course. Remaining coursework must be completed by the date indicated on the completed form.  In no case will a student be allowed to extend this date past the end of the next consecutive fall or spring semester or the *"I" WILL CONVERT TO AN "F."*

**MANDATORY REPORTING OF DISCRIMINATION OR HARASSMENT**  Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment.  Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator: Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303-914-6224 or deborah.houser@rrcc.edu.

Reports to law enforcement can be made at the Red Rocks Campus Police Department behind the Welcome Desk at the Main Entrance or rrpd.dispatch@rrcc.edu at 303-914-6394.  If you would like a confidential resource, please contact Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303-914-6224 or deborah.houser@rrcc.edu.

Further information may be found on the College web site: http://www.rrcc.edu/human-resources/sexual-misconduct.