# School of Computer Information Systems
## COURSE SYLLABUS

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|---|---|
| **Course Number:** | CIS110 |
| **Course Title:** | Computer Office Applications Date: |
| **Date:** | |
| **Quarter:** | |
| **Number of Credits:** | 4.5 credit hours     (4.5 total) |
| **Total Course Clock Hours:** | 36 lecture hours + 9 online hours+ 80 homework hours = (125 hours total) |
| **Prerequisite:** | None |
| **Instructor(s):** | xxxxxxx |
| **E-mail:** | xxxxxxx |
| **Office Hours:** | |
| **Office Location:** | |
| **Office Phone:** | |

## COURSE DESCRIPTION

In this course, students learn how to generate word, spreadsheet, database, and presentation documents using the Microsoft Office Professional suite of products. Topics include: editing methods, document merging, templates, document preparation, file naming and storage conventions, backup methods, macros, desktop publishing, object linking and embedding (OLE), and Visual Basic application extensions.

# EXPECTED LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

1. Create MS Word documents, including features such as tables, images, and custom formatting.
2. Develop an Excel spreadsheet, including computation within and across cells.
3. Construct PowerPoint presentations, including animation and external linking.
4. Operate with MS Outlook, include emails (with attachments) and calendar maintenance.
5. Evaluate the World Wide Web and recognize good/bad things about it.

# TEXTBOOKS & RESOURCES

**Required:**

| Shelly, G. (2012) | ISBN: |
|---|---|
| **Discovering Computers and Microsoft Office 2010.** | 978-0538473934 |

**Textbook Policy:** Textbooks are included as part of tuition at Stratford University for students attending the first two weeks of class whether the class is offered on campus or online. Textbooks are available during the first two weeks of class and are distributed  per the Stratford Textbook Policy.  **If the student does not receive a textbook due to tardiness or a lack of attendance during the normal period of textbook distribution (the first two weeks of class), then the student is responsible for purchasing or otherwise obtaining the textbook through their own means.**

# INSTRUCTIONAL METHODS & LIBRARY USAGE

**Methods of Instruction**
Recognizing the diverse learning styles present in any classroom, a variety of instructional techniques will be used to encourage learning. **Examples include the following teaching-learning strategies:**

- classroom lectures
- required assigned readings
- critical thinking exercises
- multimedia/computer-based audiovisual aids
- group discussions and problem solving
- written reports
- case studies

- independent research
- quizzes and exams
- student presentations

The Stratford Libraries on campus are located both at the Falls Church campus and the Woodbridge campus. Students have 24/7 access through www.stratford.edu.

## Residential Courses:

Residential courses are delivered over a 10-week period. Each course has both *in-class* and online components. The *in-class* sessions will be for a period of 4.0 hours each consecutive week.  In addition, students will be required to participate in an online session (in the form of threaded discussions embedded with critical thinking) for an asynchronous period of 1 hour each week after the conclusion of the *in-class* session. Class participation is required from each student in both the *in-class and* online sessions for 45 contact hours in 9 weeks. Week 10 is review week.

Online component:

The instructor will use MOODLE for the delivery of the online component. Each week after the in-class lecture, the instructor will post one or more questions related to the material discussed in the class to initiate a threaded discussion. Every student registered for the class is required to actively participate and contribute substantially relevant information directly addressing the Instructors question/s or a subsequent comment/s on the original question from other students.

All responses are due within the week and before the start of the next scheduled in-class session in order to obtain a grade and also to facilitate feedback from the instructor on the responses to the question.

*Instructions for accessing MOODLE and the registered courses will be provided to each student by the instructor during the first class of the quarter.*

## Online Courses:

Online courses are delivered over a 10-week period. Recognizing the diverse learning styles present in any classroom, a variety of instructional techniques will be used to encourage learning.  These include, but are not limited to, discussion board responses and dialogue, research papers, asynchronous lectures using electronic modes of communication.

Online courses are delivered in an asynchronous mode, students are required to participate in course activities and complete the required assignments or projects of each week before the deadline set by the instructor. The workweek for online courses is from Monday (12:01 AM) to Sunday (11:55 PM). **Students should log into the course on the first Monday of the quarter.** This course is 4.5 credit hours and each student is expected to spend at least 4 hours 30 minutes each week, working on the course for a total of 45 contact hours in 10 weeks. **Students must post to the web site weekly. Not posting to the website will be treated as an absence. Three consecutive absences will result in automatic withdrawal from the course. Complete details regarding posting and attendance are described under the Attendance Policy section of this syllabus.**

**Library Usage**

Students are encouraged to use the library resources and staff often. There are a variety of library resources available to Stratford University students to supplement classroom instruction and assigned textbooks.

Each Stratford University campus has a library with books, periodicals, computer terminals, Internet access and Microsoft Office. The library staff is available to assist you. Books, e-books, databases and supplemental resources are available for students, staff, and faculty. The library is also a Wi-Fi hotspot.

Library holdings information and available resources can be accessed 24 hours a day online through the Stratford University website www.stratford.edu

**Click on: Services > Library Services > Research Databases**

**Username:     student**
**Password:      Stratford**

**EBSCOhost** is a powerful online reference system accessible via the Internet. It offers a variety of proprietary full text databases and popular databases from leading information providers. EBSCOhost is accessed through the Stratford home page at www.stratford.edu  Visit the Stratford University Library for more information or research assistance.

**In addition, Stratford offers access to NewsBank. Newsbank** offers online access to more than 2,000 current and archived issues of newspapers and magazines from around the world and those from our area, including the Washington Times, the Washington Examiner, and the Richmond Times-Dispatch. International students can find English-language local newspapers from their country such as the Hindu, the Hindustan Times, the Business Recorder, and Daily News Egypt. This collection is free to students and faculty, and is updated daily.

**In the SERVICES TAB: Click on: Library Services > Access World News > NewsBank main menu link. Off campus access is available by using students' ID numbers.**

Students will find additional website links, lib-guides, and other online resources on the link menu of the library page.

# GRADING AND ASSESSMENT

**The final grade for the course will be determined as follows:  Faculty list course deliverables here along with % attributed to overall grade**

**Total**                                                                                                    **100%**

## Grading Scale:

The following grading scale is used to determine a letter grade for the course associated with a point value:

| Score Range | Grade | Quality Points | Description |
|---|---|---|---|
| 93.0 – 100 | A | 4.00 | Excellent |
| 90.0 – 92.9 | A- | 3.67 | |
| 87.0 – 89.9 | B+ | 3.33 | |
| 83.0 – 86.9 | B | 3.00 | Good |
| 80.0 – 82.9 | B- | 2.67 | |
| 77.0 – 79.9 | C+ | 2.33 | |
| 73.0 – 76.9 | C | 2.00 | Satisfactory |
| 70.0 – 72.9 | C- | 1.67 | |
| 67.0 – 69.9 | D+ | 1.33 | |
| 60.0 – 66.9 | D | 1.00 | Poor |
| Below 60.0 | F | 0.00 | Failing |
| Incomplete | I | 0.00 | Incomplete |
| Withdrawal | W | 0.00 | Withdrawal |

**Disability Directive:** Any student requiring accommodations for this course should make these needs known to the Instructor and the Student Services Director.

# COURSE DELIVERABLES

List instructions and rubrics here for papers, assignments, etc.

# COURSE OUTLINE

| Week | Topic | Readings/Assignments |
|---|---|---|
| Week 1 | | |
| Week 2 | | |
| Week 3 | | |
| Week 4 | | |
| Week 5 | | |
| Week 6 | | |
| Week 7 | | |
| Week 8 | | |
| Week 9 | | |
| Week 10 | | |

# CLASS ROOM POLICIES

List any special policies related to dress, gum chewing, food in the classroom, audiotaping, cell phones,  courtesy etc.

# UNIVERSITY NOTICES

## Academic Misconduct

Listed below are examples of unacceptable behaviors and practices that will result in penalties enforced against the offending student.  Do not engage in any of these practices personally, and please notify your instructor or the program Dean if you are aware of any other students who have committed any of these offenses. Sanctions for violations of this policy include oral and/or written admonition, assignment or course failure, disciplinary probation, or suspension or dismissal from the University. Please refer to the Stratford University Catalog for complete information on grounds for punishment.

**Grounds for Academic Dishonesty/Misconduct**

- Plagiarism – presenting the work of another as one's own in a paper, exam, or other assignment.  Acknowledgment must be given for the use of another's ideas or language. Students found guilty of plagiarism whether intentional or unintentional may result in a 0 for the assignment and the student may subsequently fail the course.  Repeat offenders may be expelled.  If you are unclear about plagiarism you can get help from the librarian or visit the web site http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php

- Cheating on Examinations – copying another's work or allowing your work to be copied; using unauthorized notes; taking another's exam or having another take yours. Students found guilty of cheating will receive a 0 for the test which could result in course failure. Repeat offenders may be suspended or expelled

- Computer Use – software is protected by copyright. Students may not copy the institution's software without permission of the copyright holder.  Additionally, students may not place personal software on the institution's computers or damage or destroy either software or computers.

- Other Forms – other forms of academic dishonesty include:
    o selling or purchasing examinations, papers or other assignments
    o submitting or resubmitting the same paper for two different classes without explicit authorization
    o falsifying documents, records or presentations,
    o claiming to have done required course work (theory or clinical) that in fact I did not do

**Grounds for Non-Academic Dishonesty/Misconduct**

- Physical and/or psychological abuse, threat, or harassment.
- Initiation of, or causing to be initiated, any false report, warning or threat of fire, explosion, or other emergency.
- Unauthorized use, possession, or storage of any weapon, dangerous chemical or explosive element.
- Disrupting, obstructing or interfering with University-sponsored events.
- Theft of school equipment, products and supply materials.
- Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substance.

- Gambling or holding raffle or lottery at the University without proper approval.
- Disorderly, lewd, or obscene conduct.
- A breach of established or reasonable classroom safety procedures.
- A breach of established or reasonable classroom, telephone or web based etiquette

## Attendance Policy

Students are expected to attend and be on time for all regularly scheduled campus classes. Should absences or tardiness be necessary, students are responsible for the material presented during their absences.

In order to satisfy weekly attendance requirements, **online students must demonstrate weekly attendance actively by completing one of the following actions as directed by the instructor:**

- o Submit an academic assignment.
- o  Submit a quiz or exam
- o Participate in a posted online academic discussion.

Logging into the online class without active participation (as described above) does not constitute official weekly attendance. Stratford University requires all faculty to take attendance during each class period and to record it accurately in the self service portal..

**There are no excused absences.**

A student who is absent from three consecutive class meetings, excluding holidays and emergency cancellation of classes, will be administratively withdrawn from that course.

Absences can only occur after you register for class. Students will have a 5 day period after the third missed class to appeal their withdrawn status to the Campus Director. A student who has been absent due to mitigating circumstances should contact the respective dean for additional time to complete coursework. The following are examples of what may be considered mitigating circumstances:

- o Serious illness of the student, serious illness of a member of the student's immediate family for whom the student is the primary caregiver, or death of member of student's immediate family
- o Military deployment
- o Unforeseen travel requirements or relocation related to the student's employment

To request an appeal based on mitigating circumstances, the student must provide documentation supporting the claim of mitigating circumstances. If the request is granted, the Dean will so notify the faculty member(s) to work with the student to satisfactorily complete the coursework within a reasonable amount of time. If circumstances are such that, due to length of the class absences or the

length of the anticipated absence, the preferable course of action is class withdrawal, the student may petition the Campus Director for a tuition adjustment base on the institutional refund policy.

**A student who is late to class may be marked absent**. Excessive absences or tardiness make it almost impossible for a student to meet academic objectives of a course; they frequently cause a student to receive a lower grade, even though the absences or tardiness were unavoidable

This data is available for verification of attendance by the appropriate governmental agencies and educational accrediting organizations.

## Drops and Withdrawals

Should a student wish to drop the course they may do so during the add/drop period of the quarter only. Students dropping courses or withdrawing from Stratford University must officially inform their Campus's Registrar Office. **Students who stopped attending class but fail to complete an official withdrawal process will be considered administratively withdrawn.**

**Students who fail to attend a course and who do not officially withdraw during the add/drop period will be subject to a No Show fee.**

## Grade Appeal Policy

Students with questions with regard to the grading policies in this course, please contact the instructor for clarification. Disputes with regard to final grades received in this course are handled in accordance with the University's Grade Appeal policy. (See catalog)

## Inclement Weather Policy

In the event of inclement weather, consult the Stratford University website at www.stratford.edu for information on University closings and delays.

## Security on Campus

Any person in immediate danger due to crime or emergency while on University property should contact local police immediately by dialing 911. When the emergency has subsided, the victim should also report the incident as soon as possible to the Campus Director.