



# Alabama Community College System

## Reid State Technical College

### I. COURSE PREFIX, NUMBER, TITLE

CIS 146 WEB– Advanced Microcomputer Applications

### II. COURSE HOURS

- 3 Credit hour

### III. CLASS MEETING DATES/TIMES/LOCATION

Online web site.

INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE

### IV. HOURS/LOCATION

Penny Aldridge [paldridge@rstc.edu](mailto:paldridge@rstc.edu)

Web Site: <https://paradigmpublishing.instructure.com/login/canvas>

**MUST HAVE JOIN CODE TO PARTICIPATE FROM INSTRUCTOR**

### V. COURSE DESCRIPTION:

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course or an equivalent is CORE for the AAT and AAS CIS programs.

### VI. PREREQUISITE(S)/CO-REQUISITE(S)

**Prerequisites:** None **Co-requisites:** None

## VII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

Marquee Office 2016 Brief Textbook + eBook + Office 365 + SNAP 2016 - 9780763872144 - Can be bought in Bookstore!

## VIII. PROFESSIONAL COMPETENCIES/OBJECTIVES

- Analyze, synthesize, and evaluate school, work, or home situations and use application software to complete information-processing tasks efficiently and effectively.
- Create, design, and produce professional documents using word processing software. Topics include design options for formatting and layout, strategies for working with multiple documents, and techniques for using templates and predesigned styles.
- Process, manipulate, and represent numeric data using the features of spreadsheet software. Features include: using formatting techniques for preparing a spreadsheet, creating and testing formulas, using multiple worksheets, exploring what-if scenarios, and converting data to chart formats.
- Plan, structure, and create databases for efficient data access and retrieval using database software. Functions include: search and sort capabilities for extracting data, data retrieval commands, techniques for record specification, and design options for report layout.
- Design and create informational and motivational slides that include hyperlinks, tables, images, and animation using presentation software.

## IX. – OUTLINE OF MODULES/LESSONS

- Course Introduction
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint

## X. EVALUATION AND ASSESSMENT

Grading Scale: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = Below 60

Final grades will be assigned on the basis of the following grading scale:

900-1000 points	A
800-899 points	B
700-799 points	C
600-699 points	D
0 - 599 Points	F

All assignments will be completed within SNAP and will be due by date in SNAP! After due date no makeup without evaluation of documentation to warrant opening of course.

Testing Method: There will be four Performance Evaluation in (Word, Excel, Access, and PowerPoint) at the end of each section! No Comprehensive Final will be given.

### COURSE REQUIREMENTS:

All students must have SNAP code for course! **Mandatory**

Students may complete the tutorials unlimited, grade-it, skill review, Project and Performance Evaluation – Highest Grade Recorded

### **Instructional-Technical Division Academic Dishonesty Policy**

An assignment submitted by a student for credit that has been obtained from a source other than himself or herself will result in a zero (0). If that assignment is/was submitted by others, all parties involved will receive a zero (0).

If a student violates the above division policy more than once, they may be dropped from the course with a grade of “F” as stated in the Academic Dishonesty section of the Reid State Student Handbook/Catalog.

## **XI. ATTENDANCE**

Students are expected to go on-line at least weekly to complete required assignments. Students, who are unable to meet this requirement regardless of the reason or circumstance, should withdraw from that class before it interferes with the student’s ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

## **XII. STATEMENT ON DISCRIMINATION/HARASSMENT**

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

## **XIII. AMERICANS WITH DISABILITIES**

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student’s responsibility to provide appropriate disability documentation to the College. Please contact the ADA representative.

## **XIV. ASSIGNMENT SCHEDULE**

**See schedule in SNAP Canvas**

Reid State Canvas Learning Management System

## **XV. STUDENT ACKNOWLEDGEMENT WILL BE IN MOODLE UNDER THE COURSE REQUIREMENTS ASSIGNMENT**