Instructor: Cindy Hyslop  
Email: WebCampus email only  
Contact: This is a summer class and you can reach me through WebCampus only. I will call when necessary.  
Dates: 6/13/2016 - 08/06/2016


Catalog Description:  
An introduction to the most commonly used microcomputer business software with emphasis on operating systems, word processing, spreadsheets, database management, presentation software, and software integration. (3 credits)

Course Description:  
Welcome to IS 201 Computer Applications. This course is designed to teach you the most popular, integrated software used in the business world. Microsoft Office contains the tools most needed in business. There will be extensive hands-on activities. Keyboarding skills are a definite help during the class. The software used will be MS Office 2013. You can complete the class with MS Office 2016. If you do not have access to MS Office 2013, which includes Word, Excel, Access and PowerPoint, these programs can be found on GBC’s campus lab computers.

Method of Instruction:  
- explanation, demonstration, and examples of information technology concepts using in-class and online resources  
- hands-on assignments incorporating information technology concepts  
- reading and written assignments from the textbook, handouts, and online sources  
- online discussions based on assigned readings and hands-on assignments  
- individual work  
- online presentations of each chapter

This class will be taught via Internet using WebCampus. You are expected to participate in assignments, discussions quizzes and assessments. As an Internet based class, there are no traditional lectures, discussions, or labs.  
- I do not accept late assignments, assessments, quizzes, discussions or give extra credit,  
- To complete the assignments, access to a computer with MS Offices 2013 is required.  
- If you have questions about assignment, assessments, quizzes or discussion they have to be asked by 5:00 pm the day before any of the listed are due.  
- The instructor shall not employ the use of and shall not issue the grade of “I”, a grade of incomplete, in this course.
An Important Note about Online Classes:
1. Do not assume that online classes are easier than traditional "face-to-face" classes.
2. Online classes can actually be more difficult than traditional classes. They require constant motivation and self-direction on the part of the student.
3. You are responsible for reading, studying, asking questions, completing assignments, being organized, and staying on schedule. You must make the initiative to contact me via email, office hours, or phone calls to ask questions.

Accommodations for Students with Disabilities:
Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Director of Services for Students with Disabilities will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids and services. For more information or further assistance, please call (775) 753-2271.

Student Responsibilities:
Be able to access the class website through Web Campus. Contact the Technology Help Desk - Email: helpdesk@gwmail.gbcnv.edu Phone: 775-753-2167
1. Have and maintain High Speed Internet access throughout the semester.
2. Have and maintain all software required for the class throughout the semester.
3. Have and maintain a virus-free computer throughout the semester.
4. Have knowledge of Windows and file handling.

Major Objectives of This Class
A primary objective for this class is to provide students with a working knowledge of Microsoft Office 2013. The following four products will be introduced, Word, Excel, Access, and PowerPoint.

Study Tips:
• Be prepared to spend the time needed on the computer.
• Do not allow yourself to get behind
• Contact the instructor for help
• Use the text book as a resource.
Table of Contents:

Managing Your Files.
Browser Basics and Information Literacy.
Word Tutorial 1: Creating a Document.
Word Tutorial 2: Editing and Formatting a Document.
Word Tutorial 3: Creating Tables and a Multipage Report.
Word Tutorial 4: Enhancing Page Layout and Design.
Excel Tutorial 1: Getting Started with Excel.
Excel Tutorial 2: Formatting Workbook Text and Data.
Excel Tutorial 3: Calculating Data with Formulas and Functions.
Access Tutorial 1: Creating a Database.
Access Tutorial 2: Building a Database and Defining Table Relationships.
Access Tutorial 3: Maintaining and Querying a Database.
Access Tutorial 4: Creating Forms and Reports.
PowerPoint Tutorial 1: Creating a Presentation.
PowerPoint Tutorial 2: Adding Media and Special Effects.

Learning Outcomes:
The successful student in this class will have and be able to:

1. Use a computer as an effective tool;
2. Use Windows to maintain files;
3. Use Word to produce letters, reports, etc.;
4. Use Excel to build spreadsheets and charts;
5. Use PowerPoint to produce business presentations;
6. Use Access to build and search databases and produce reports;
7. Integrate data between the different office software.

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<thead>
<tr>
<th>Learner Outcome Measurements</th>
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<tbody>
<tr>
<td><strong>Measurement Method</strong></td>
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<tr>
<td>Hands-on Exercises</td>
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<td>Hands-on Subject Tests</td>
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<td>Discussions</td>
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<td>Quizzes</td>
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Class Policies & Procedures

This class will be for a letter grade. This class is intensive and requires attendance and work to be completed each week. It is good practice to check your WebCampus class at least twice a week. I do not accept late assignments, assessments, quizzes or give extra credit.

Grading Policy: Grading in this course is based upon the following:

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<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>94-100</td>
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<td>90-93</td>
<td>A-</td>
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<td>87-89</td>
<td>B+</td>
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<td>83-86</td>
<td>B</td>
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<td>80-82</td>
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<td>77-79</td>
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<td>73-76</td>
<td>C</td>
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<td>70-72</td>
<td>C-</td>
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<tr>
<th>Percentage</th>
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<tbody>
<tr>
<td>67-69</td>
<td>D+</td>
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<tr>
<td>63-66</td>
<td>D</td>
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<tr>
<td>60-62</td>
<td>D-</td>
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<tr>
<td>&lt;60</td>
<td>F</td>
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Academic Integrity Policy:

Academic dishonesty is defined as an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the GBC Student Code of Conduct and will not be tolerated in this class. Any evidence of academic dishonesty/plagiarism in this course will result in a failing grade on the assignment and/or a failing grade for the course. Any evidence of academic dishonesty/plagiarism in this course will result in a failing grade for the course. This is a very critical offense. If you are ever uncertain about your use of another person’s work (ideas, language, data, etc.) you must contact me about it.

Acts of academic dishonesty include, but are not limited to the following:

- **CHEATING** – unauthorized copying or collaborating on a test or assignment, or the use or attempted use of unauthorized materials.
- **TAMPERING** – altering or interfering with evaluation instruments and/or documents.
- **FABRICATION** – falsifying experimental data or results, inventing research or laboratory data on results for work not done, or falsely claiming sources not used.
- **PLAGIARISM** – representing someone else’s words, ideas, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own. (I have a computer program that will search your words on the Internet . . . so do not make the choice to plagiarize).
Student Drop Deadlines:
It is your responsibility to complete the drop form. If you do not complete the course and do not formally withdraw by the drop deadline, your instructor will have no choice but to assign you a grade of "F" or graded you earned.

- I do not accept late assignments, assessments, quizzes, discussions or give extra credit,
- To complete the assignments, access to a computer with MS Offices 2013 is required.
- If you have questions about assignment, assessments, quizzes or discussion they have to be asked by 5:00 pm the day before any of the listed are due.

Assignments 75% of total grade:
The assignments will consist of exercises from the instructor, from the Internet and the textbook. All assignments are under Home/Module. Each assignment will be worth 100 points. The assignments have to be completed on your own. Remember to check the due dates for the assignments, always Wednesday by midnight. It is essential that you name your files correctly.

You will turn in assignments by submitting them from within the assignment in WebCampus. Students should keep all returned assignments until they have seen cumulative grades. Each student must complete his/her assignments, individually. If two or more students turn in the same hard copy assignment or collaborate on a test, punitive measures as described in the Rules and Disciplinary Procedures for Members of the University Community will be enforced.

Assessments 15% of total grade:
The assessments will consist of projects from the instructor, from the Internet and the textbook. All assessments are under Home/Module. Each assessment will be worth 100 points. The assessments have to be completed on your own. Remember to check the due dates for the assessment, always by Wednesday by midnight.

Quizzes: Worth 10% of your grade
- Check under Home/Modules for due dates and links for quizzes.
- Quizzes are only available through the Modules under Home
- There is a quiz for each tutorial.
- Quizzes are due no later than the date listed by midnight (always Wednesdays).
- One hour to complete each quiz and all have approximately 20 questions (Multiple choice or True/False).
- Once the quiz date has passed you will be able to see your grade.
- All quizzes will be timed and taken through WebCampus.
- The quizzes will be composed of questions from your book.
  I do not give makeup quizzes.

Sharing Information Discussion:
This Discussion will be used to share information and discuss the use of MS Office.
**Course Schedule will be in WebCampus**

It is recommended that you do the tutorial exercises with each section to help you understand the assignments. We will have significant hands-on experiences with every lesson.

Assignments and readings by week:

<table>
<thead>
<tr>
<th>Semester Week</th>
<th>Reading and Assignments</th>
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<tbody>
<tr>
<td>Week 1:</td>
<td>Word Tutorial 1</td>
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<td>Word Tutorial 2</td>
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<td>Week 2:</td>
<td>Word Tutorial 3</td>
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<td>Word Tutorial 4 and Word Assessment</td>
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<td>Week 3:</td>
<td>Excel Tutorial 1</td>
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<td></td>
<td>Excel Tutorial 2</td>
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<tr>
<td>Week 4:</td>
<td>Excel Tutorial 3</td>
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<td></td>
<td>Excel Tutorial 4 and Excel Assessment</td>
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<tr>
<td>Week 5:</td>
<td>Access Tutorial 1</td>
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<td></td>
<td>Access Tutorial 2</td>
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<td>Week 6:</td>
<td>Access Tutorial 3</td>
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<td>Week 7:</td>
<td>Access Tutorial 4</td>
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<tr>
<td>Week 8:</td>
<td>PowerPoint Tutorial 1 &amp; 2</td>
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Cindy's Class Schedule & Office Hours
Summer – leave message through WebCampus email and I will contact you.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>8:00 - 11:30</td>
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<td>4:00 – 6:45</td>
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- IS 101 - Information Systems – Online
- IS 201 – MS Office – Computer Applications