CLINTON COMMUNITY COLLEGE
EASTERN IOWA COMMUNITY COLLEGES

Syllabus
Advanced Computer Applications CSC110
Spring 2023

Course Information	
Course Moniker	CSC 110
Section	
Section Number	
Course Delivery Mode	Face-to-Face
Zoom ID (if applicable)	
Class Start Date	January 5, 2023
Class End Date	May 27, 2021
Days of Week	MTWThFR
Time of Day	Morning
Campus Center	CCC Bellevue High School
Room Number	Mrs. Weber's Classroom

Instructor Information	
Instructor	Tracy Weber
	563-872-4001
	tracyweber@bellevue.k12.ia.us
	1601 State Street, Bellevue, IA 52031
	7:30 AM to 3:40 PM

Course Description

Course Description:
This course is an introduction to computers including operating systems, word processing, spreadsheets, database, and presentation programs. Knowledge of computer applications will provide the tools that will assist you in your college course work and for future employment. This course also fulfills the **general education** computer requirement.

Prerequisites and Co-requisites:
None

Course Goals:
Upon successful completion of the course, a student will be able to:

1. Create and edit a document
2. Navigate and format a document
3. Create tables and a multipage report
4. Enhance page layout and design
5. Format workbook text and data
6. Perform calculations with formulas and functions
7. Analyze and chart financial data
8. Create a database

9. Build a database and define table relationships
10. Maintain and query a database
11. Create forms and reports
12. Create a presentation
13. Add media and special effects

Required and Recommended Textbooks, Software, and/or Other Materials

Required Textbooks, Software, and/or Other Materials:
- Microsoft Office 365 Office 2016 New Perspectives by Cengage Learning 2017

Teaching Strategies

Teaching Strategies: Lectures, demonstrations, assignments, student presentations, and in-class "hands-on" activities are all methods that may be used in addition to instructor created screecasts to help the student master the course content.

Attendance Expectations

Attendance Expectations: Class attendance is required in all classes and students are expected to plan accordingly, giving classes priority. Students who do not miss more than three classes (MWF 16-week course adjust accordingly) have a higher probability of passing the course successfully.

Evaluation Methods: Course Assessments, Participation, and Grading Policies

Course Assessments:
Students will be graded 30% on their in class work and homework (formative) and 70% on their projects/exams (summative).

Participation Expectations: Students are expected to participate in class. Class participation will be evaluated on quality as well as quantity. Students who are passively (e.g. sleeping) or actively (e.g. talking in private discussions) disrupting class may be asked to leave. It is expected that class participants will treat fellow classmates with respect; thus, contentious arguments are to be avoided.

Grading Policies: Grades are maintained in the online learning management system (JMC) for student viewing as the course progresses. The following grading scale will be used:

Grading Scale:

Grade	Score
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	00-59

Proposed Class Schedule

Week	Unit	Objectives
1	Word	Creating and Editing a Document
2		Navagating and Formatting a Document
3		Creating Tables and a Multipage Report
4		Enhancing Page Layout and Design
5		Word Unit Test
6	Excel	Getting Started with Excel
7		Formatting Workbook Text and Data
8		Performing Calcualtions with Formulas and Functions
9		Analyzing and Charting Financial Data
10		Excel Unit Test
11	Access	Creating a Database
12		Building a Database and Defining Table Relationships
13		Maintaining and Querying a Database
14		Creating Forms and Reports
15		Acess Unit Test
16	PowerPoint	Creating a Presentation
17		Adding Media and Special Effects
18		Final Exam

Student Make-up Policy, Classroom Behavior and Netiquette, and/or Other Expectations

Make-up Policy:
- Procedure for Late Assignments: Check the lesson plan at www.mrsweber.net and turn in what you missed.
- Procedure for Missed Assessments: Check JMC. If you have a missing assignment, check the date of the assignment, go to that day in the class lesson plans and complete the work.
- Extra Credit: If a students can show evidence they used what they learned in this class outside of the classroom, extra credit will be rewarded.

Classroom Behavior and Netiquette Expectations:
- Academic dishonesty will not be tolerated in AOS courses and will result in an automatic grade of F. The instructor has the right to request that students recreate computer-generated assignments and timed writings in her presence to determine authenticity

Facutly Feedback Commitment to Students

Faculty Feedback Commitment:
- Students can expect to receive immediate feedback on all assignments check throught the GDP website.
- Grades will be update, weekly, at a minimum.

College Policies

The Student Handbook is online at eicc.edu/handbook. Any questions about the handbook should be directed to the Dean of Student Development.

Academic Integrity: College deans may initiate disciplinary proceedings against a student accused of Academic Dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Academic dishonesty will not be tolerated in any course at this college. Plagiarism and others forms of cheating are examples of such dishonesty and will result in serious consequences. Plagiarism is presenting someone else's words as your own, whether in writing or in speaking.

FERPA Information: Eastern Iowa Community Colleges, in full compliance with the Family Educational Rights and Privacy Act of 1974, shall make educational records available to students upon request. Likewise, in accordance with the law, individually identifiable educational records will not be released to anyone other than authorized individuals without written consent of the student. Students have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures by the institution to comply with the act. For more information, visit eicc.edu/about-eicc/ferpa.aspx.

Student Complaint Policy/Procedures for Capricious Grading: eicc.edu/about-eicc/student-handbook/procedures-for-use-in-appealing-allegedly-capricious-semester-grades.aspx

Resources

Disability Services: CCC is committed to providing access to all students. If you have a disability that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the Disability Resources Coordinator. Please contact Marcia Larson - mlarson@eicc.edu to make an appointment. It is important to request accommodations promptly in order to receive your accommodations in a timely manner. Instructors can only provide accommodations after being presented with a completed EICC Accommodation Form. This service is free and confidential.

Free Peer Tutoring: The CCC Success Center offers one-on-one or group tutoring in a variety of subjects. Peer tutors can help you study, discuss difficult material, or answer questions about assignments and homework.

English Language Acquisition: For students who primary language is other than English and who believe that receiving academic assistance is necessary for their success, the following resource guidelines are offered:
- Meet with your instructor at the beginning of the course to discuss strategies for success.
- Seek free tutoring by contacting the CCC Success Center (see above).
- Manage your time so you can sufficiently understand the coursework and assignments.

Family Resources: Sometimes we need a little extra support - maybe for depression, family problems, or day-to-day stress. Free counseling services are available on campus to all students through a licensed therapist from Family Resources, Inc. Appointments can be made at the Student Center front desk or by calling 563-244-7004.

Military: Clinton Community College seeks to provide a learning environment that is welcoming to all students. The veteran's room is located in room 128 and open during regular library hours. Any active or reserve military who would like to discuss transitioning from the military into the academic environment, please contact Rebecca Geiken. She is available to assist all veterans and their families in accessing programs and services within the college and community to enhance the educational experience. Contact Rebecca Geiken, Military and Veteran Student Affairs Facilitator, at rgeiken@eicc.edu or 563-244-7175.

Retention Alert: One of the most efficient and effective ways to improve student success and retention is to identify problems early and take swift action. EICC uses an automated tool that helps students by alerting the appropriate parties, triggering the appropriate response, setting up and tracking an action plan, and monitoring success.

Campus Communication: In an effort to keep our students safe and informed in emergency situations, EICC has a system to help alert students, faculty, and staff of school closings and other emergencies. EICCAlert is a free service* to send text and voice messages and email notifications. Signup for alerts at https://www.eicc.edu/about-eicc/eiccalert/. Also, login to EICConnect for daily cancellations, activities, and events.

Other

- If you are having trouble with a concept or assignment, please discuss this with your instructor as soon as possible.
- Treat this as you would a job. Make a strong effort to attend all classes, arrive on time, and notify your instructor in advance if you must be absent. Potential employers are interested in knowing your attendance record at school. Being on time will allow you the opportunity to earn up to 16 extra credit points for arriving to class on time.
- Stay organized. Find a place at home to keep your class folders and USB drives organized. Keep in mind that your goal upon graduation is to create a portfolio of your various skills. In addition, you will want to keep all assignments and USBs as verification should a dispute arise as to whether a proper grade was given for an assignment.
- Complete assignments on or before the scheduled due date. Late assignments will be deducted 1 point for each day late beyond the established deadline date.

Equal Educational Opportunities

It is the policy of Eastern Iowa Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status, as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Debora J. Sullivan, Equal Employment Opportunity Officer/Equity Coordinator, Eastern Iowa Community College District, 101 West Third Street, Davenport, Iowa 52801, 563-336-3487, djsullivan@eicc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661-7204, phone number 312-730-1560, fax 312-730-1576, OCR.Chicago@ed.gov.