



**Harrisburg Area Community College**  
**CIS 105 – Introduction to Software for Business**  
**Course Syllabus**

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**Instructor Information**

**Name:** David Weikert

**Class Room:** 200

**Email Address:** weikertd@nebocats.org

**Course Information**

**Course:** CIS 105 – Intro to Software for Business

**CRN & Credit Hours:** CRN 37822, 3 Credits

**Meeting Time:** Mon, Thu 1:15 PM – 2:35 PM

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**REFUND DATES:** Located at: <http://www.hacc.edu/NewStudents/RegisterOnlineGuide/Add-Drop-Deadlines.cfm>

**DELAYED OPENING SCHEDULE:** In the event NESD is operating under a 2-hour delay schedule, our class will meet from 1:35 PM until 2:35 PM.

**CATALOG DESCRIPTION:** Provides a fundamental understanding of computers and familiarizes students with the interaction of computer hardware and software. Emphasis is on the application of computers and hands-on use of software applications, including word processing, spreadsheet, file, and database management.

**LEARNING OUTCOMES:** Upon successful completion of this course in word processing, electronic spreadsheet and database programs, the student will be able to:

- Identify and explain the purpose of the various computer components
- Create, save, edit, move and manage files locally, and interact with networked files
- Explain the functions and applications of the three major types of computer applications programs
- Prepare, edit, format, save/retrieve, and print various documents using Word
- Prepare, edit, format, save/retrieve, and print worksheets containing text, numbers, formulas, and charts using Excel
- Design, create, populate, and update a database; query and filter records; and produce printouts of the results using Access

**PREREQUISITE COURSE(S):** ENGL 057 or a combination of ENGL 003 or 007 with grades of C or higher or their equivalents.

**TEXT(S), REQUIRED:** GO! Microsoft Office 2016 Custom Package Fall 2016. Gaskin, 2017. ISBN: 1-3234-8419-1.

- You will be expected to use MyITLab for assessment, assignments and training. Free access to MyITLab is provided by the publisher for 14 days, in case of a delay in purchasing. Access to MyITLab comes with purchase of a **new textbook bundle** at any **HACC bookstore**. If you plan to use a used textbook, you will need to purchase a MyITLab access code separately. You can purchase the access code online when you register for the course. If you purchase an access code online you have the option of purchasing with or without eText (electronic text). However, since we will be meeting in class, a hard copy version of the book is required.
- Our MyITLab Course ID is hacc93082.

**SYSTEM REQUIREMENTS:**

**Operating System and Browsers** - please review the MyITLab system requirements located here: <http://www.pearsonmylabandmastering.com/northamerica/myitlab/system-requirements-office-2016/index.html>

**Microsoft Office 365 Pro Plus** - As a HACC student you can install Microsoft Office 365 Pro Plus for free for one year. Instructions for downloading Microsoft Office 365 are located here (look for the pdf file on the right side of the page): <http://www.hacc.edu/Students/TechnicalSupport/index.cfm>

**MyITLab Technical Support is provided by Pearson not by HACC.**

- You can contact the MyITLab help desk using the following link (there is an option to start a live chat): <https://support.pearson.com/getsupport/s/>
- You can use the MyITLab 24x7 HACC dedicated phone number: **1-855-875-1795**

**GRADING SYSTEM & COURSE REQUIREMENTS:** Grades will be determined by successfully completing Quizzes (30 points), Exams (300 points) and Homework Assignments (180 points)

**Quizzes (30 points)** - There will be two (2) quizzes early in the semester. The first quiz is on computer concepts which is covered in the GO! with Computer Concepts Getting Started chapter. It will consist of 10 multiple choice and/or true/false questions worth 10 points. You will be given 10 minutes to complete this quiz. You may only take this quiz once.

The second quiz will consist of 20 multiple choice and/or true/false questions worth 20 points. It will cover Windows 10 which is in the chapter labeled GO! Windows 10 Getting Started. You will be given 15 minutes to complete this quiz. You may only take this quiz once.

**Exams (300 points) -**

There will be three exams – one for each software, Word, Excel and Access. Each exam will consist of two parts. The first part will consist of 20 multiple-choice questions worth 20 points. You will be given **20 minutes** to complete this portion. This exam is located in MyITLab. You may only take each exam once.

The second part of the exam will be a performance portion. You will use the simulation software in MyITLab to complete 20 to 25 skills which are directly linked to the learning outcomes. This exam will be worth 80 points. This exam is **open book, open notes**. You will be given **55 minutes** to complete of this part of the exam. You may only take each exam once.

**Homework (180 points)** - After completing each chapter there will be homework assignments located in MyITLab – **a Chapter Grader Project** and **Simulation Homework**.

**Chapter Grader Project:** Upon the completion of each chapter a Grader Project assignment will be assigned and graded. This assignment will be completed in the live Office 2016 environment. You will download the starting files and follow a set of instructions to finish the project. Once the assignment is completed in the software, you will upload the file in MyITLab for automatic grading. Detailed feedback and grades will be available via the MyITLab grade book and submission report screen. Each Grader Project is worth 10 points. ***You may review your grade, make corrections and resubmit the file to earn 100% of all points.***

**Simulation Homework:** Two Simulation Homework assignments will be completed as part of each chapter. These assignments use a simulation software in MyITLab and consist of 10 to 20 skills. There will also be an optional training simulation available for each simulation homework. You may complete the training as many times as you want; however you will only earn points towards a grade when you complete the Simulation Homework. ***You may review your grade and redo each Simulation Homework.*** Each Simulation Homework is worth 5 points towards your grade. Your highest score on each homework assignment is recorded in your grades.

**Extra Credit:** No extra credit will be given.

**DATA FILES:** The data files that are required to complete the exercises in this textbook are located here: [https://media.pearsoncmg.com/ph/bp/bp\\_go\\_2016/sdf/go\\_vol1\\_sdfs.html](https://media.pearsoncmg.com/ph/bp/bp_go_2016/sdf/go_vol1_sdfs.html)

The data files to complete the Grader Projects will be downloaded in the assignment link.

**POINT DISTRIBUTION:**

<b>Task</b>	<b>Points</b>
Computer Concepts Quiz	10
Windows Quiz	20
Word Chapter 1A Simulation Homework	5
Word Chapter 1B Simulation Homework	5
Word Chapter 1 Grader Project	10
Word Chapter 2A Simulation Homework	5
Word Chapter 2B Simulation Homework	5
Word Chapter 2 Grader Project	10
Word Chapter 3A Simulation Homework	5
Word Chapter 3B Simulation Homework	5
Word Chapter 3 Grader Project	10
Word Multiple Choice Exam	20
Word Performance Exam	80
Excel Chapter 1A Simulation Homework	5
Excel Chapter 1B Simulation Homework	5
Excel Chapter 1 Grader Project	10
Excel Chapter 2A Simulation Homework	5
Excel Chapter 2B Simulation Homework	5
Excel Chapter 2 Grader Project	10
Excel Chapter 3A Simulation Homework	5
Excel Chapter 3B Simulation Homework	5
Excel Chapter 3 Grader Project	10
Excel Multiple Choice Exam	20
Excel Performance Exam	80
Access Chapter 1A Simulation Homework	5
Access Chapter 1B Simulation Homework	5
Access Chapter 1 Grader Project	10
Access Chapter 2A Simulation Homework	5
Access Chapter 2B Simulation Homework	5
Access Chapter 2 Grader Project	10
Access Chapter 3A Simulation Homework	5
Access Chapter 3B Simulation Homework	5
Access Chapter 3 Grader Project	10
Access Multiple Choice Exam	20
Access Performance Exam	80

**FINAL GRADE CRITERIA: Letter Grades**

<b>Grade</b>	<b>Total Points</b>	<b>Percentage</b>
A	459 to 510 points	90 to 100 %
B	408 to 458 points	80 to 89 %
C	357 to 407 points	70 to 79 %
D	306 to 356 points	60 to 69 %
F	0 to 305 points	0 to 59%

To calculate your grade: Divide total points earned by the total possible points.

Example:  $420/510 = .8235 \times 100 = 82.4\%$  or Grade B

#### SCHEDULE OF ACTIVITIES:

Date	In Class Activity	Due in MyITLab at 11:59PM
1/19/2017	Syllabus, MyITLab	
1/23/2017	No Class	
1/26/2017	Computer Concepts	
1/30/2017	<b>Computer Concepts Quiz</b>	
2/02/2017	Windows	
2/06/2017	<b>Windows Quiz</b>	
2/09/2017	Word Chapter 1	
2/13/2017	MyITLab Demos	
2/16/2017	Word Chapter 1 Simulations	Word Chapter 1 A&B Simulations, Grader
2/20/2017	No Class - Holiday	
2/23/2017	Word Chapter 2	
2/27/2017	Word Chapter 2 Simulations	Word Chapter 2 A&B Simulations, Grader
3/02/2017	Word Chapter 3	
3/06/2017	Word Chapter 3 Simulations	Word Chapter 3 A&B Simulations, Grader
3/09/2017	<b>Word Exam</b>	
3/13/2017	Excel Chapter 1	
3/16/2017	Excel Chapter 1 Simulations	Excel Chapter 1 A&B Simulations, Grader
3/20/2017	Excel Chapter 2	
3/23/2017	Excel Chapter 2 Simulations	Excel Chapter 2 A&B Simulations, Grader
3/27/2017	Excel Chapter 3	
3/30/2017	Excel Chapter 3 Simulations	Excel Chapter 3 A&B Simulations, Grader
4/03/2017	<b>Excel Exam</b>	
4/06/2017	Access Chapter 1	
4/10/2017	Access Chapter 1 Simulations	Access Chapter 1 A&B Simulations, Grader
4/13/2017	Access Chapter 2	
4/17/2017	No Class - Holiday	
4/20/2017	Access Chapter 2 Simulations	Access Chapter 2 A&B Simulations, Grader
4/24/2017	Access Chapter 3	
4/27/2017	Access Chapter 3 Simulations	Access Chapter 3 A&B Simulations, Grader
5/01/2017	Simulations & Graders	
5/04/2017	<b>Access Exam</b>	

**ATTENDANCE POLICY:** Attendance will be recorded at the beginning of each class. Because there is so much material to cover, class will begin promptly. Anyone coming to class late must obtain missing announcements or assignments from a classmate without interfering with the progress of the class in session. It is your responsibility to remind me later that you were late so I can record your attendance.

Absenteeism is discouraged. I realize that there are occasions which are unavoidable. An absence will be recorded as unexcused if you do not contact me 24 hours prior to class. If a student earns 5 hours of unexcused absences (4 classes), I reserve the right to withdrawal you from class. It is your responsibility to complete all missed work.

#### WITHDRAWAL POLICY:

Students who withdraw during the refund period will receive no grade.

Students who withdraw from the end of the refund period until the completion of 70% of the course will receive a "W" grade unless the student has performed academic dishonesty or misconduct. **After this date, students cannot withdrawal from class.**

See the following website for refund dates and 70% of completion date:

[http://www.hacc.edu/NewStudents/RegisterOnlineGuide/Add-Drop-Deadlines.cfm?cssearch=74667\\_1](http://www.hacc.edu/NewStudents/RegisterOnlineGuide/Add-Drop-Deadlines.cfm?cssearch=74667_1)

In the event you need to drop the class, you must complete the DROP/ADD/WITHDRAWAL form. See the following web site for forms and the process for withdrawal of classes:

[HTTP://WWW.HACC.EDU/NEWSTUDENTS/REGISTERONLINEGUIDE/DROPPING-ADDING-OR-WITHDRAWING.CFM?CSSEARCH=68360\\_1](HTTP://WWW.HACC.EDU/NEWSTUDENTS/REGISTERONLINEGUIDE/DROPPING-ADDING-OR-WITHDRAWING.CFM?CSSEARCH=68360_1)

**I will not give a grade of “W” to any student who just stops coming to class.** If you just stop coming to class, you will receive a grade of “F”.

**MAKE-UP POLICY:** *All homework assignments are to be completed at least ONE time by the due date.* The homework assignments can be redone up to the Major exam due dates. For example, in Word, the Chapter 1’s homework assignments need to be completed at least once by the due date stated. A student can redo the homework assignment to receive a higher grade. The last day to redo the assignment is the due date for the Word Multiple Choice and Performance Exams. Due dates are listed in the syllabus and on the calendars in MyITLab. No assignments will be accepted beyond the major exam due date.

**The quizzes and exams are to be completed by the assigned due date.** Make-up exams will be approved **ONLY** for unusual circumstances. If the circumstances are acceptable, the student will have one week to make up the quiz or exam. Make up exams will occur only if the student notifies the instructor **BEFORE** the scheduled exam date. If you do **NOT** notify me before the exam you will not be permitted to take the quiz or exam and a grade of zero (0) will be assigned. If a student misses the scheduled make-up exam for any reason, a grade of zero (0) will be assigned. **A student may only make up ONE quiz or exam.**

**ACADEMIC DISHONESTY:** is defined in Administrative Procedure 594. A partial description of this procedure is given below.

“Academic dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized material or fabricated information in any academic work.” It includes, but is not limited to:

- A. Cheating - giving or receiving answers on assigned material, using materials or aids forbidden by the instructor ... unauthorized possession of examinations....
- B. Plagiarism - offering someone else's work, words, or ideas as one's own or using material from another source without acknowledgement.
- C. Interference – interfering without permission with the work of another student, either by obtaining, changing or destroying the work of another student.
- D. Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.
- E. Falsifying of one's own or another's records
- F. Knowingly assisting someone who engages in A - E above.

Penalties for students found to have committed academic dishonesty include, but may not be limited to, the following:

- A. Lowering of a grade or failure for a particular assignment,
- B. Lowering of a grade, failure, and/or dismissal from the course.
- C. Disciplinary probation-may include a limitation on credits, mandatory repeat of a course, etc.
- D. Suspension from a curriculum.
- E. Suspension from the College

**For this class, if you are found providing your work to another student and that student represents your work as his or her own, BOTH students will receive zero points for that assignment. If this is repeated in the course, both students will receive an F letter grade for the course and be removed from class.**

**STUDENTS IN NEED OF ACCOMMODATIONS:**

Students with disabilities who are in need of accommodations should contact the campus disability coordinator listed below. Coordinators for each campus are listed here:

<http://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm>

**EEOC POLICY 005:**

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act ("PHRA") prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act ("PFEAct") prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at <http://www.phrc.pa.gov/Pages/default.aspx#.V2HOujFuNS0>.