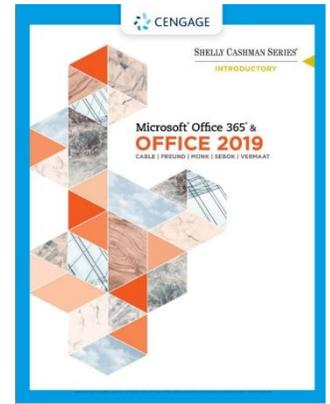


**CIS 106**  
**Introduction to Computers**  
Southeast Technical Institute  
2320 N. Career Avenue  
Sioux Falls, SD 57107



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**Course Description:**

As a student in this course, you will learn the most important topics of Microsoft Office 2019. This includes essential computing concepts and the Windows 10 operating system, printing, file management, performing internet research, using PowerPoint to create and present presentations, creating and maintaining an Access database, creating and modifying spreadsheets in Excel, and creating documents in Word.

**Text/Materials: Three Options (Chose Only One)**

**New Hardback \$264**

Shelly Cashman Series Microsoft Office 365 & Office 2019 Hb Intro+MindTap 1Term

Author(s): Freund ISBN 9780357260029 Copyright: 2019 Edition: 1 Binding: Hardback

**New Loose-leaf \$167**

Shelly Cashman Series Microsoft Office 365 & Office 2019 Intro-LI + MindTap 1Tm

Author(s): Freund ISBN 9780357260036 Copyright: 2019 Edition: 1 Binding: Loose-leaf

**Cengage Unlimited \$119 Note: Out of Pocket Cost Only – Not supported by Financial Aid – Not**

**Supported by the Bookstore:** Includes eBook and access to all other course material including other classes that use Cengage products, not just this class. Hardcopy rental available for \$8.00 (free shipping).

This text is available with the Cengage product called MindTap which interfaces with a product called **SAM** (Skills Assessment Manager). It contains projects that map directly to the learning objectives covered in each chapter. MindTap's active, hands-on training and skill-based assessments help you master Microsoft Office skills. MindTap projects let you apply skills in real-world scenarios using the actual Microsoft Office applications. Immediate feedback and comprehensive study guides give you the practice and support you need to succeed. To obtain a Cengage MindTap account, visit <http://www.cengage.com/MindTap> or contact your instructor or bookstore (it comes with the book) for additional information.

Please *be careful* when purchasing this book. It is *most cost-effective* to purchase the book **bundled with Cengage MindTap**. The Southeast Tech bookstore carries this book bundle. If you purchase a used book, MindTap is significantly more expensive if purchased separately, and required. We will be using MindTap regularly in this class. It is an integral component to the class and must be purchased to be successful in this class. MindTap includes SAM a Skills Assessment Management program that contains a variety of tools to help students be successful in this class. Through MindTap, you will be able to do individual training, complete assignments, as well as take quizzes and tests. MindTap will assess your skill as you complete the tasks. You will receive immediate feedback from MindTap. You **MUST** purchase and access MindTap to be successful in this class.

**Please Note:** You are required to have this book in class **EVERY DAY**.

Software requirements for text: Microsoft Windows 10; Microsoft Office 2019; or Southeast Tech's VMware connection. Your Instructor will provide information on how to use these packages.

Handouts: Additional handouts may be required. Printing may be required. Printing is free on campus up to your allotment. Your Instructor will provide information on obtaining this material.

Hardware Requirements: Assessment of computer compatibility and hardware or software issues and questions may be directed to the Southeast Tech IT Support Center at 605-367-4461. All courses require the use of a computer or laptop type device. For more information regarding the VMware Virtual PC Technology used at Southeast Tech, contact the IT Support Center. **Note: Do not buy new software as it is provided free through the school.**

**Non-Traditional Course Delivery Expectations:  
("Hybrid", or "Online")**

- Students must meet hardware and software technical specifications. Contact Southeast Tech IT Support Center with questions.
- Students must participate in outside interactions in STInet (discussions, chats, journals, e-mail) as required.
- Complete 4-6 hours of "outside lab time" per week.
- Test taking, lectures, demonstrations and guided learning will happen during the hours spent with the instructor and class for Hybrid classes.
- The Cumulative Final Test will be by proctor or as instructor determines in online classes.
- Students must keep up with set deadlines and attend all face-to-face classes.

**Assessment of Student Learning**

**Exams and Projects**

There will be a comprehensive final exam will be given at the end of the semester. The exam may consist of objective online (multiple choice, true/false) and task-based test questions. A Career Project will be assigned and due at the end of the semester. The capstone project will cover what you have learned throughout the class as a means for the student to demonstrate the ability to apply knowledge and skills learned. Capstone Projects will be used to reinforce learning within each module.

**Online students** will have the Final Comprehensive Exam proctored. It is the student's responsibility to arrange for and pay any necessary fees to the proctor. Students may use the Southeast Tech Testing Center for exam proctoring. There is no charge for test proctoring on campus. Off-campus proctors must be approved by the instructor. **Students are expected to take tests during the time they are scheduled.**

## **Comprehensive Final**

A comprehensive final exam will be given on the last day of the semester.

## **Assignments and Quizzes**

**Daily work** will be given to help students learn basic applications and processes.

**Quizzes** are given to assess student learning and prepare for exams. Quizzes may be announced or unannounced. Quizzes may not be made up if missed. Quizzes may consist of task based or objective questions.

There will be no additional assignments available for bonus points or extra credit.

**Anything required to be turned in** must be turned in on time. Assignments in Mindtap will close when the assignment closes so make sure to get assignments turned in before the due date and time. Your instructor will announce the acceptable means of assignment delivery (e.g. STInet, e-mail, hard copy, OneDrive, etc.). Student name, and assignment number/identification must be included. When possible, include this in the header or footer. Work may not be accepted when this identification is hand-written or missing. The instructor will give various directions on how to include this information as skills are learned in each application. Expect frequent, brief quizzes to test your knowledge as we progress.

## **Gradebook**

The Gradebook in STInet may vary from the Gradebook in MindTap due to the real-time computerized grading system vs the manual entry required by your instructor to move the grades from MindTap to STInet. Please be aware that there may be a delay period where your instructor is waiting for the assignment to close. At that time grades will be transferred to STInet. This will also give you the best opportunity to increase your score by re-doing your assignments. The best score will be used as a final score in STInet. Additional work outside of MindTap may be assigned and may not appear in the MindTap Gradebook.

## **Attendance**

Professionalism and attendance are critical job success skills, and Southeast Tech aims to create workforce excellence; not only by producing technically trained employees, but employees with professional skills as well. Regular participation is vital in a class that uses guided learning; therefore, participation will be crucial to success in this class.

## Grading Scale

100%	= A+	88-89%	= B+	78-79%	= C+	68-69%	= D+	0-59%	= F
92-99%	= A	82-87%	= B	72-77%	= C	62-67%	= D		
90-91%	= A-	80-81%	= B-	70-71%	= C-	60-61%	= D-		

## Teaching Methods:

Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.

Assignments: End of chapter and online activities may be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.

Quizzes: Occasional unannounced quizzes will be given to help ensure students stay up with assigned material.

Exams: Three exams will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class.

## Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when they are absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Missed or late quizzes cannot be made up under any circumstances.

Assignments: All assignments are due on the date due. Late submission of assignments will be assessed a penalty determined by the instructor.

Academic Dishonesty: The Student [Catalog and Handbook](#) states that Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the school. General teamwork in the form of advice and direction is encouraged. However, do your own work for on individually graded assignments.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Catalog and Handbook. In any case, for a student to receive an incomplete, they must be passing and must have completed a significant portion of the course.

## **Student Responsibilities:**

Students shall demonstrate responsibility and commitment to learning by following the guidelines listed below.

- ☑ Become familiar with the computer policies listed in the Southeast Technical Institute Student Catalog and Handbook. Computer privileges may be modified or discontinued if they are abused. The catalog and handbook and syllabus are the only “warnings” your instructor needs to give.
- ☑ Read the class syllabus and laptop contract. You will be responsible for the contents of each.
- ☑ Consult (daily) STInet and Southeast Tech e-mail for class and campus communications and events.
- ☑ Schedule three to four hours out-of-class computer time per week for the completion of assignments and assigned reading material. (Accelerated classes schedule 8-10 hours each week).
- ☑ Display professionalism by participating in all class activities.
- ☑ Consult your class calendar and read textbook materials before they are presented in class. It will be especially important to be prepared for all scheduled activities if you were absent at the previous class session.
- ☑ Follow along with presentations and guided practices that are led by the instructor.
- ☑ Complete assignments prior to the scheduled due dates. Skills from each class session need to be mastered before the next class session.
- ☑ **Do not participate in unethical behavior.** Representing the work of others as your own and giving or using unauthorized assistance on assignments, quizzes, or tests will result in a grade of zero. Each student is expected to **individually** complete their own assignments, quizzes, and tests with the exception of the team projects that may be assigned. Any incidences of duplicate files will result in a grade of zero for **all** parties involved. Repeated incidences will be considered as grounds for failure of the class.
- ☑ Students who are subject to disciplinary action in the form of suspension will receive zeros for all work assigned during their absence.

## **INSTITUTIONAL GOALS:**

Student success is important to Southeast Tech faculty, and all faculty are involved in assessing student learning. Upon completion of an Associate in Applied Science degree, Southeast graduates will have competence in the following four common learning outcomes:

### **Technology**

Graduates will be able to explain industry-relevant concepts (knowledge), and demonstrate industry-relevant technical skills (performance).

### **Communication**

Graduates will be able to define the purpose of the communication; organize and structure the communication; provide supporting material; demonstrate precision of language; and professionally deliver and format the communication.

### **Problem Solving & Critical Thinking**

Graduates will be able to define the problem; analyze the problem; generate solutions; evaluate solutions; and select the best solution.

### **Professionalism**

Graduates will be able to demonstrate positive work ethic; collaborate as part of a team; adapt to change; adhere to professional standards; and model integrity and ethics.

## **Changes to Syllabus and Coursework**

This syllabus results from the instructor's effort to represent fairly the plan for this course. Unforeseen circumstances may cause the instructor to make changes in the plan. Such changes will not be whimsical or without reason, but rather performed in a timely fashion and with purpose. Please speak your instructor if there is anything in the syllabus about which you are unclear or have concerns about.

**The instructors and the faculty members in this course will act with integrity and strive to engage in equitable verbal and nonverbal behavior with respect to differences arising from age, gender, race, handicapping conditions and religion. If you have special needs as addressed by the American with Disabilities Act and need course materials in alternative formats, notify your instructor immediately. Reasonable efforts will be made to accommodate your special needs.**

Violations of safety to self and others and/or violation of safe operating practices of equipment may result in the reduction or loss of your daily grade, removal from class, and/or other disciplinary action.

# CIS106 Assignments

Assignment	Open in Mindtap	Due Date	
		On-line	M/W
Word Module 1 SAM Textbook Project	Now	8/28/2019	8/28/2019
Word Module 1 Sam Project B	Now	9/4/2019	9/4/2019
Word Module 1 SAM PATH Quiz	Now	9/4/2019	9/4/2019
Word Module 2 SAM Textbook Project	Now	9/7/2019	9/9/2019
Word Module 2 Sam Project B	8/28/2019	9/11/2019	9/11/2019
Word Module 2 SAM PATH Quiz	8/28/2019	9/11/2019	9/11/2019
Word Module 3 SAM Textbook Project	8/31/2019	9/14/2019	9/16/2019
Word Module 3 Sam Project B	9/4/2019	9/18/2019	9/18/2019
Word Module 3 SAM PATH Quiz	9/4/2019	9/18/2019	9/18/2019
Visio Assignment		9/21/2019	9/23/2019
Internet Search		9/21/2019	9/23/2019
Demonstrate a Jing		9/25/2019	9/25/2019
OneNote		9/25/2019	9/25/2019
PowerPoint Module 1 SAM Textbook Project	9/14/2019	9/28/2019	9/30/2019
PowerPoint Module 1 SAM Project B	9/18/2019	10/2/2019	10/2/2019
PowerPoint Module 1 SAM PATH Quiz	9/18/2019	10/2/2019	10/2/2019
PowerPoint Module 2 SAM Textbook Project	9/21/2019	10/5/2019	10/7/2019
PowerPoint Module 2 SAM Project B	9/26/2019	10/9/2019	10/9/2019
PowerPoint Module 2 SAM PATH Quiz	9/26/2019	10/9/2019	10/9/2019
Excel Module 1 SAM Textbook Project	9/28/2019	10/12/2019	10/14/2019
Excel Module 1 SAM Project B	10/2/2019	10/16/2019	10/16/2019
Excel Module 1 SAM PATH Quiz	10/2/2019	10/16/2019	10/16/2019
Excel Module 2 SAM Textbook Project	10/5/2019	10/19/2019	10/21/2019
Excel Module 2 SAM Project B	10/9/2023	10/23/2019	10/23/2019
Excel Module 2 SAM PATH Quiz	10/9/2019	10/23/2019	10/23/2019
Excel Module 3 SAM Textbook Project	10/12/2019	10/26/2019	10/28/2019
Excel Module 3 SAM Project B	10/16/2019	10/30/2019	10/30/2019
Excel Module 3 SAM PATH Quiz	10/16/2019	10/30/2019	10/30/2019
Access Module 1 SAM Textbook Project	10/19/2019	11/2/2019	11/4/2019
Access Module 1 SAM Project B	10/23/2019	11/6/2019	11/6/2019
Access Module 1 SAM PATH Quiz	10/23/2019	11/6/2019	11/6/2019
Access Module 2 SAM Textbook Project	10/30/2019	11/13/2019	11/13/2019
Access Module 2 SAM Project B	11/2/2019	11/16/2019	11/18/2019
Access Module 2 SAM PATH Quiz	11/2/2019	11/16/2019	11/18/2019

Access Module 3 SAM Textbook Project	11/6/2019	11/20/2019	11/20/2019
Access Module 3 SAM Project B	11/9/2019	11/23/2019	11/25/2019
Access Module 3 SAM PATH Quiz	11/9/2019	11/23/2019	11/25/2019
Outlook Module 1 assignment	11/13/2019	11/27/2019	11/27/2019
Outlook Module 1 SAM PATH Quiz	11/13/2019	11/27/2019	11/27/2019
Outlook Module 2 assignment	11/16/2019	11/30/2019	12/2/2019
Outlook Module SAM PATH Quiz	11/16/2019	11/30/2019	12/2/2019
Four Part Capstone Project ( Word, Excel, PowerPoint, Access)	11/25/2019	12/9/2019	12/9/2019
Comprehensive Final		12/11/2019	12/11/2019