



**CSIS 2010 Business Computer Proficiency –
Spreadsheet & Database
Spring 2017 Course Syllabus**



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Prerequisite: CIS1020 or Passing Grade on Challenge Exam for CIS1020

Course Description:

This course covers various features of and functions of spreadsheet and database software for business applications. Class consists of lectures and demonstrations of how specific software tools can be used and correct formula and function syntax. Students will develop knowledge and skills using spreadsheet and database software as business problem solving tools.

Materials Needed:

- **CSIS 2010 CUSTOM TEXTBOOK KIT from Pearson. 1-269-77226-0**

This kit includes the **Custom Textbook** as well as the MyITLab Training and Assessment Code)

You **MUST** purchase this kit from the College Bookstore, or PJ’s Bookstore! **If you attempt to purchase this from another source, the code will not work, and will probably cost \$100!**

- USB (flash drive) storage (Minimum 1 GB capacity recommended)
- Must have Office 2013 Professional Version with Access 2013 (can use CSIS labs)

Final Grade Evaluation:

Homework & Quizzes	50%
Module Grader	
Capstone Projects	40%
Final Project	10%

Grading Scale:

A	95-100%	B-	80-82%	D+	67-69%
A-	90-94%	C+	77-79%	D	63-66%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	E	<60%

HOMEWORK:

There are **EIGHT WORKSHOPS** in Excel **and** in Access. At the end of each **workshop** there is a:

- training assignment (simulation completed totally in myitlab)
- Grader Project –Problem Solve completed through myitlab – instructor will give you more info

GRADER PROJECT/CAPSTONE:

After every two WORKSHOPS there is one **MODULE** Grader Capstone Project, so there will be EIGHT (8) total grader projects. These are auto-graded projects. You will be allowed to RESUBMIT this project for more points as long as you do so **BEFORE** the due date.

Final Project

To be assigned 1 week prior to the last day of class.

Computer Labs: Should it be needed, students can go to any CSIS lab and complete assignments for this course. Each student must obey all lab rules and conduct themselves professionally and courteously. Failure to abide by lab rules will result in loss of lab privileges. Consult the labs for their current operating hours.

Tutoring Tutoring is available, information regarding hours for this free service will be announced upon available.

ACBSP: The Computer Science & Information Systems associate degree programs are accredited by the Association of Collegiate Business Schools and Programs. This accreditation represents the achievement of meeting the high national standards established for associate degree granting business programs.

SLCC is committed to fostering & assessing the following student learning outcomes in its programs and courses:

- Acquiring substantive knowledge in the field of their choice
- Communicate effectively
- Developing quantitative literacy
- Think critically
- Develop the knowledge and skills to be civically engaged

STUDENT LEARNING OUTCOMES: The specific Student Learning Outcomes for this course is Developing Quantitative Literacy. Upon completion of the course, each student will “Use appropriate functions, calculations, filters & queries to perform data analyses and make informed decisions.

HONESTY: This course will strictly enforce the Student Code of Conduct. The College imposes specific actions in response to incidents of student dishonesty (cheating, plagiarism, etc.) that may include receiving a failing grade on a test or in the course, suspension or dismissal from the College.

Americans with Disabilities Act

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center: (phone) 801-957-4659; (email) drc@slcc.edu; (website) www.slcc.edu/drc.

Important Information for Students

General Education Regardless of your major, General Education courses build a foundation of broad knowledge and skills that help you in your further career and life. <http://www.slcc.edu/gened>

General Learning Support & Tutoring Services provide support for SLCC students enrolled in any class at the College. All resources are provided free-of-charge. Ask your instructor about discipline-specific learning support and tutoring services.

The **Tutoring and Learning Centers** provide free assistance in Math, Science, Accounting, CSIS and Allied Health Classes at 6 campus locations. <https://www.slcc.edu/tutoring>

The **Student Writing Center** provides in-person and online feedback on all writing assignments. <http://www.slcc.edu/swc>

The **Academic Literacy Center** provides tutoring in reading and conversation. <https://www.slcc.edu/english/academic-literacy-center.aspx>

Library Services provides research help, print and online resources, computers and study space. libweb.slcc.edu

The **ePortfolio Lab** provides drop-in assistance for all ePortfolio questions. <http://eportresource.weebly.com/>

eLearning Support provides support for navigating online and hybrid classes. <https://slcc.instructure.com/courses/297606>

The **Business Resource and Innovation Center** provides tutors and a study space for students in Business and CSIS courses. Located in BB 226 on Taylorsville-Redwood Campus.

Advising and Counseling Support Services provide support for students enrolled in any class as the college.

The **Center for Health and Counseling** provides health care, mental health counseling, massage therapy services and healthy lifestyle programs.

<http://www.slcc.edu/chc/index.aspx>

Veterans' Services assists hundreds of students in using their VA education benefits each semester. <http://www.slcc.edu/veterans>

Academic and Career Advising helps students plan, explore, make decisions, access resources and evaluate their academic and career goals. And the Academic Achievement Center helps students achieve GPA requirements for graduation.

<https://www.slcc.edu/academicadvising>

<https://www.slcc.edu/academic-achievement-center/index.aspx>

Student Code of Conduct:

http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf

Title IX statement

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual's ability to benefit from or participate in the College's educational programs or activities. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Kenneth Stonebrook, J.D. Title IX Coordinator Salt Lake Community College
Taylorsville Redwood Campus – STC 276A (801) 957-5027

ken.stonebrook@slcc.edu

Online Reporting Form: <http://www.slcc.edu/eo/title-ix/complaint.aspx>

Students may also report incidents to an SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, (801) 957-4268.

For more information about Title IX, go to: <http://www.slcc.edu/eo/title-ix/ind>