



# CSIS 2010 Business Computer Proficiency – Spreadsheet & Database Course Syllabus



Instructor:  
Office:  
Email:  
Phone:

## Course Description:

This hybrid and online course covers various features and functions of spreadsheet and database software for business applications. There are video demonstrations, assignments, and exams about how specific software tools can be used as well as correct formula and function syntax. Students will develop knowledge and skills using spreadsheet and database software to problem solve.

## Materials Needed:

- Two e-textbooks are provided as part of course fees. Printed copies are available.
- Must have Office 2019 Professional Version with Access 2019. (Office 365 will work, and instructor can give you some resources specifically for Access 2019. You can also use the BRIC in BB 214.)  
*Note: Access is NOT available on MAC computers. Some students can successfully use the SLCC ALLACCESS program. There are complimentary PC's available to check out for the semester at the library. Contact your instructor for information about this.*

## Final Grade Evaluation:

Homework	60%
Unit Capstone Exam	
Grader Projects	40%

## 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%

## Course Rules and Expectations:

### Due Dates and Late Policy

All assignments and exams are due on **SATURDAYS** at 11:59 p.m. You will have **at least 2** assignments and/or exams due each week. You can and **SHOULD** submit assignments and exams early. This is because you are allowed to RE-submit each assignment and exam for a total of three times, as long as you submit all **THREE** before the due date. **Late assignments and exams will be penalized 5% for EACH DAY (24 hours) that they are late.** That 5% adds up **VERY** Quickly! (Plus, you have more assignments coming due each week, so it is definitely to your advantage to submit work early if possible.)

### Email

PLEASE email me the instructor through Canvas.

## HOMework:

There are **EIGHT CHAPTERS** in Excel **AND** in Access. Each chapter contains:

- **Grader Project Prepare Case assignments.** The e-textbook has videos demonstrating how to complete EACH step of these training assignments.
- **Grader Project Problem Solve/Assessment assignment.** The instructor has prepared a video demonstrating how to complete EACH of these assignments.

## EXAMS:

After every two Chapters there is one UNIT Capstone Exam Grader Project, so there will be EIGHT (8) total capstone exam grader projects. These are also auto-graded projects. You will be allowed to RESUBMIT this project for more points. **Your LOWEST of the EIGHT CAPSTONE EXAMS will be dropped.**

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**TECHNOLOGY HELP:** SLCC's technology help center located in the Technology Building Room 216. They can help with wifi connection, Mypage, Canvas, basic computer diagnostics, bruinmail, etc. <https://slcc.service-now.com/help/home.do> : To receive assistance in navigating online and hybrid classes go to : <https://slcc.instructure.com/courses/297606>

**HONESTY:** You are expected to follow the [SLCC Student Code of Conduct](#). The Grader Projects have an Integrity Violation Checker. **This means that it checks to make sure that the same person who downloads the file uploads the file. If you upload all OR even a small part of someone else's file, your assignment will be flagged (as well as the person who you copied from).**

## PREREQUISITES:

- Ability to understand *technical English lectures and instructions.*
- Good keyboarding skills are essential.
- Basic Computer Skills: Navigate basic operating system settings, various application software, Manage files and folders, Basic Internet & Email skills.