

Course Number: MIS 1300

Course Title: Software Tools

Course Description:

This course exposes students to general purpose application software including word processing, spreadsheet, presentation software, and operating system computer file maintenance.

Prerequisites: None.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Perform basic computer file and folder management operations.
2. Analyze the tools available and functions of a Web browser.
3. Create a word processing document employing font, paragraph, and section formatting, styles, headers and footers, and graphics.
4. Create a spreadsheet with formulas, functions, charts, and tables.
5. Produce a slideshow presentation using graphics, tables, and animations.

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College of Professional Studies

MIS 1300 Software Tools Online Syllabus Course Content

Instructor Information

Please see Professor Profile at the Blackboard instructional site.

Course Schedule

Please see Course Schedule in the Syllabus & Schedule area of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook / Course Resources

This course utilizes no single text. Instead, it leverages a series of articles, technical pdfs, and other websites which supplement this material. Most of these materials come directly from Microsoft. Access information and citations are noted throughout the course for these resources.

Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard.

Grading Events

Week / Module	Description	Points Possible
1	Course Preparation Quiz	25
1	Discussion: Contextual Introduction	20
1	Virtualization Badge Activity	20
1	Microsoft 365 Foundations Badge Activity	20
1	Knowledge Check: Storage and Interfaces	30
1	Reflection	20
2	Discussion: Making PowerPoint Useful	20
2	PowerPoint Projects 4-1 & 4-2	20
2	PowerPoint Projects 5-1 & 5-2	20

Week / Module	Description	Points Possible
2	PowerPoint Projects 7-1 & 7-2	20
2	PowerPoint Projects 9-1 & 9-2	20
2	Knowledge Check: PowerPoint	30
2	Reflection	20
3	Discussion: Making Excel Useful	20
3	Guided Introduction to Excel Activity	20
3	Guided Tour of Excel Formulas Activity	20
3	Excel Basic Project 3-1	10
3	Excel Basic Project 4-2	10
3	Excel Basic Projects 5-1 & 5-2	20
3	Excel Basic Projects 6-1 & 6-2	20
3	Excel Basic Projects 7-1 & 7-2	20
3	Excel Basic Project 9-1	10
3	Excel Basic Projects 10-1 & 10-2	20
3	Excel Basic Projects 12-1 & 12-2	20
3	Knowledge Check: Basic Excel	30
3	Reflection	20
4	Discussion: Turing Data into Insight	20
4	Introduction to Pivot Tables Activity	20
4	Advanced Pivot Tables Activity	20
4	Excel Expert Projects 2-1 & 2-2	20
4	Excel Expert Projects 3-2 & 3-2	20
4	Excel Expert Projects 4-1 & 4-2	20
4	Knowledge Check: Advanced Excel	30
4	Reflection	20
5	Discussion: Making Word Useful	20
5	Word Basic Project 2-1	10
5	Word Basic Project 3-2	10
5	Word Basic Project 5-1	10
5	Word Basic Project 6-2	10
5	Word Basic Project 7-1	10
5	Word Expert Projects 2-1 & 2-2	20
5	Word Expert Project 4-2	10
5	Word Expert Project 5-1	10
5	Word Expert Project 6-1	10
5	Knowledge Check: Word	30
5	Reflection	20
6	Discussion: Making Outlook Useful	20
6	Mini-Knowledge Check: Outlook	10
6	Final	150

Week / Module	Description	Points Possible
6	Reflection	20
	Total Points Possible	1,065

Competency Based Grading -> Not Perfectionist Based Grading

This course offers you the ability to obtain up to 1065 outlined points. However, you will only be graded out of 1,000 points; anything over 1,000 is essentially extra credit. Your goal is to display competency in software tools, not necessarily get every single point available to you.

Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved (out of 1000 points)	Minimum Points Necessary	Grade
93% or above	930	A
90% or above	900	A-
87% or above	870	B+
83% or above	830	B
80% or above	800	B-
77% or above	770	C+
73% or above	730	C
70% or above	700	C-
60% or above	600	D
Below 60%	0	F

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. A late assignment by default is worth zero (0) points. Granting deadline extension is the course instructor's autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.

- The student is
 - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
 - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated University authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.