



## INTRODUCTION TO INFORMATION TECHNOLOGY

CIS101

Spring/Summer 2020

**Number of Credits:** 3

**Days Class Meets:** online

**Meeting Times:** Monday 11:59pm due dates

**Location:** online

**Instructor:** Dianne Hill

**Preferred Communication Method:** email

**Office:** Big Blue Button

**Contact Phone:** 517.796.8546

**Contact Email:** [hilldiannem@jccmi.edu](mailto:hilldiannem@jccmi.edu)

**Office Hours:** Mondays 5:00-6:00pm

Other days/times by appointment

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### Course Description

Enhance computer knowledge. Course covers computer system concepts with an emphasis on several software applications. Typing ability necessary to be successful in this class.

### Prerequisite(s)

CIS 095\*, ENG 085\*, ENG 090\* and MAT 033\* or higher.

### Course Goals

- To familiarize the student with current computer terminology
- To develop a basic understanding of computer hardware and software
- To identify computer equipment appropriate for purchase
- To utilize multiple software packages: Word, Excel, PowerPoint, Access

### Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

- Students will distinguish the major components of a computer including CPU, memory, input, output, storage, hardware, software, file management, internet, security, and communications.

- Students will create, save, modify, and print documents created in Microsoft Word, Excel, Access, and PowerPoint.
- Students will discuss social implication of technology, specifically personal interactions, information, privacy and social media.

### Textbook

This is a **Text Book Zero!** Course: *This means we have digital courseware and a printed book is not required.* It is also a **CENGAGE UNLIMITED COURSE**: Cengage Unlimited is subscription-based access to the Cengage portal, all courses/book you take during the subscription are included in the ONE price you paid (\$119 for one semester, \$179 for one year, or \$249 for two years.) This means if you already are a member subscribing to Cengage Unlimited for another course (SEM140 or BUA100 for example), you do not need to purchase the access card/subscription for THIS course.

Cengage - Cengage Unlimited, 1 term (4 months) Printed Access Card

ISBN 9780357700037. \$119.99

\*\*You may rent a copy of the printed text (optional) from the bookstore from Cengage for \$8 (though everything you absolutely need is online as part of Cengage Unlimited)

\*\*\*More info about Cengage Unlimited is located at this website → [Cengage Unlimited](#)

### Equipment

This is a WINDOWS COMPUTER CLASS (not MAC, not CHROMEBOOK). While there are some activities you can do in the browser, the PROJECTS, in particular, must be done on a desktop version of the Microsoft Application.

You must have access to an Internet connected Windows computer. You are also expected to have "backup computer" plans; at a friend's computer, a relative's computer, JC, or at a library. Establish computer plans in case your usual computer access is disrupted during the semester. The course will continue to move along regardless of whether or not your computer works. I provide instructional support, not computer support. It is your responsibility to establish and maintain technical connections. If your computer does not work for any period of time you are expected to find a way to do the work.

### Grading Procedure

The assignments in this course can be classified into five categories:

1. Videos and Critical Thinking Exercises (10 pts) – Watch a video or read a scenario and answer questions following.
2. Trainings (10 pts) – These are trainings that cover the entire modules and will require you to work with the Microsoft Office applications, following each page of

the textbook online for assistance and learning of skills. If you get stuck applying any skill, you can observe or practice it until you get it correct.

3. Projects (20 pts) – These projects will require you to work with the Microsoft Office applications using instructions and starter files. You will demonstrate your skills with these applications. The project instructions and files will be downloaded, worked on using applications on your computer, and then uploaded/submitted for grade into JetNet (Mindtap link).
4. Exams (25 pts) – There will be exams on each of the applications in Microsoft Office and on Computer Concepts. You will be required to demonstrate your skills by answering questions or using the application simulator.
5. Finals Exams – You will complete a final exam for the concepts, and a final exam for each of the software applications by answering questions and/or demonstrating using an application simulator.

**APPLICATION SECTION DESCRIPTION:** This portion of the course is designed to help the student utilize productivity software and be more efficient. Applications are introduced with an emphasis on business application efficiency. Students use microcomputers to learn Office 365 applications, specifically word processing (Word 2019/365), presentation software (PowerPoint 2019/365), electronic spreadsheets (Excel 2019/365), and databases (Access 2019/365). Students will complete textbook assignments, projects, and exams.

**CONCEPTS SECTION DESCRIPTION:** This portion of the course is designed to building students' computer literacy. Systems concepts are introduced with an emphasis on practices for everyday use. Students will complete videos, critical thinking exercises, and exams.

**DUE DATE/LATE WORK POLICY:** All of the course work and due dates are posted in Course Schedule located in the Orientation tile in JetNet. **Late work will be accepted up to ONE WEEK LATE with a 50% deduction. If this is abused, I reserve the right to refuse late submissions.**

## Grading Scale

GPA	Grade Range
4.0	94-100%
3.5	88-93%
3.0	82-87%
2.5	76-81%
2.0	70-75%
1.5	64-69%
1.0	58-63%
0.5	52-57%
0.0	0-51%

## Activities

Videos/Critical Thinking (15 @ 10pts)	150
Trainings (12 @ 10)	120
Projects (9 @ 20)	180
Exams (18 @ 25 pts)	450
<u>Final Exams (250 pts total)</u>	<u>250</u>
<b>Total =</b>	<b>1150</b>

## Competency Based Education (CBE)

Through Competency Based Education students may skip some course work by demonstrating their skills/proficiency in a skill area. These opportunities are located in the CBE - Competency Based Education tile in JetNet. If a student utilizes this option, they must earn an 82% or better for the grade to count, and then the student can move on to the next tile/topic without completing additional coursework within that module for the competency. If you feel that you are competent in any of the topics, consult with your instructor about how to proceed.

## Academic Honesty Policy

Academic honesty is expected of all students. Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

- Plagiarism includes but is not limited to:
- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying

- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Please refer to the Student [Handbook](#) for Student Rights and Responsibilities.

**CONSEQUENCES:** Anyone caught plagiarizing or cheating on any coursework will receive a zero for that project. If caught cheating more than once, the student will receive a zero for the class. All academic dishonesty violations will be reported to the Dean of Occupational Education. While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution. **File sharing is NOT collaborating; it is cheating and violates academic honesty policy! Do your own work.**

### Course Management

Be respectful of your instructor and your peers. This is a learning community – and we all will learn something – so be positive and encouraging of those around you. Any behavior considered being disruptive, disrespectful, inappropriate, or threatening will be addressed by the instructor and/or security and/or the Dean of Students.

Consequences may involve deduction of points/grade and/or may include removal from class.

### Help

Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success (see this link:

<https://www.jccmi.edu/center-for-student-success/tutoring-center/>). Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning. It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

**Calendar (subject to change)**

Module Name	Module Numbers	Topics
Orientation		Syllabus Calendar, TechLit, Mindtap, Intro, Quiz
Concepts Part 1	Modules 1,2 and 4	Digital Technology, The Web, File Management
Word	Modules 1, 2, and 3	Modifying a Flyer
		Research Paper
		Business Letter
Excel	Modules 1, 2 and 3	Worksheets and Charts
		Formulas, Functions and Formatting
		Large Workings, Charting, Analysis
Access	Modules 1, 2 and 3	Databases and DB Objects
		Querying a Database
		Maintaining a Database
PowerPoint	Modules 1, 2 and 3	Presentations with Pictures
		Enhancing a Presentation with Shapes/SmartArt
		Inserting WordArt, Charts, Tables, Animations
Concepts Part 2	Modules 3, 5 and 6	Hardware, Software, Safety and Security
Finals	Final Exams	Concepts, Word, Excel, Access, PowerPoint

**Important Dates: Spring 2020**

The Academic Calendar can be found on JC’s website at:

<https://www.jccmi.edu/academics/academic-calendar/>

**Attendance/Participation Policy**

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student attendance is required. Students identified as no longer attending/participating online will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Your success will depend greatly on your participation in class, time spent completing assignments, and time practicing on the computer. If you decide this class isn’t working out for you, it is best for you to reach out to your navigator about withdrawing to inquire about the least negative impact on your transcript. You should also contact your instructor when considering a withdrawal.