



Introduction to Information Technology

CIS 110.I61

Winter 2021

Number of Credits: 3

Days Class Meets: Online

Meeting Times: Online

Location/Venue: Online

Instructor: Dianne Hill

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Online Office Hours: Mondays 12:00 - 1:00pm

Tuesdays 12:00 - 1:00pm

Thursdays 3:00pm -5:00pm

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 (chose appropriate options below)

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](#)

Follett Access

- Please [review the cost of your required materials](#) to determine the best option for you to purchase your materials.
- For more information on the Follett ACCESS Program, you can view the [view the frequently asked questions](#).

If after reviewing the costs, you choose to opt out, you may do so here: www.jccmi.edu/optout. Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

Class Starts On:	Opt Out Date:
January 11, 2021	January 14, 2021

Class Starts On:	Opt Out Date:
February 15, 2021	February 18, 2021
March 15, 2021	March 18, 2021
March 30, 2021	April 2, 2021

If you have questions about materials, please contact the Jackson College Follett bookstore at jackson@bkstr.com. For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu.

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.

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>
Total =	1150

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%

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 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

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

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

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991

and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, counseling services.

Academic Advising

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. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](#) web page

Attendance- Participation Policy

For online sections

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate *within the first couple of days of the term* to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Calendar

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TENTATIVE SCHEDULE * Subject to change, Follow JetNet due dates for specifics

Orientation in JetNet due by 9/8

Week	Start Date	Module Name	Module Numbers	Topics	Due 11:59PM
		Orientation		Syllabus Calendar, TechLit, Mindtap, Intro, Quiz	6/10/2021
Week 1	6/7/2021	Concepts Part 1	Modules 1,2 and 4	Digital Technology, The Web, File Management	6/13/2021
Week 2	6/14/2021	Word	Modules 1, 2 and 3	Modifying a Flyer Research Paper Business Letter	6/20/2021
Week 3	6/21/2021	Excel	Modules 1, 2 and 3	Worksheets and Charts Formulas, Functions and Formatting Large Workings, Charting, Analysis	6/27/2021
Week 4	6/28/2021	Access	Modules 1, 2 and 3	Databases and DB Objects Querying a Database Maintaining a Database	7/4/2021
Week 5	7/5/2021	PowerPoint	Modules 1, 2 and 3	Presentations with Pictures Enhancing a Presentation with Shapes/SmartArt Inserting WordArt, Charts, Tables, Animations	7/11/2021
Week 6	7/12/2021	Concepts Part 2	Modules 3, 5 and 6	Hardware, Software, Safety and Security	7/18/2021
Week 7	7/19/2021	Finals	Final Exams	Concepts, Word, Excel, Access, PowerPoint	7/26/2021

Late work may be accepted up to 7 days late, but not past the last day of class. All late work will be deducted 50%.

Important Dates:

The Academic Calendar can be found on JC's website at: <https://www.jccmi.edu/academics/academic-calendar/>