

CIS101 Syllabus – Spring 2022

Number of Credits: 3

Days Class Meets: Recorded
Lectures/Demonstrations

Location: ARF

Instructor: Samuel Fonseca

Email: email

Preferred Communication Method: JPAY

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

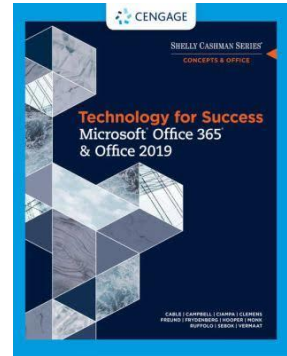
Course Objectives

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
- Students will create a project using Microsoft Office applications.

Textbook

Technology for Success and Shelly Cashman Series Microsoft Office 365 & Office 2019 ISBN 9780357026380.



Equipment

This is a WINDOWS COMPUTER CLASS (not MAC). You must have access to a Windows computer to complete your assigned work.

Grading Procedure

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

1. Demo Exercises (D) are a review the textbook modules and are worth 10 points. – These assignments will require you to work with the Microsoft Office applications, following along with your instructor or each page of the textbook for assistance and learning of skills. You will practice and demonstrate your skills with these applications. Starter files will be downloaded, worked on using applications on your computer, and then uploaded/submitted for grade to your instructor using a thumb drive.
2. Projects (P) for each module are worth 20 points. – 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 to your instructor using a thumb drive.
3. Exam (E) for each Module are worth 25 points. 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.
4. Concepts Activities (CA) and Exams (CE) are worth 25 points. These are instruction and demos provided by your instructor.
5. Final Project – You will complete a project in each of the applications to demonstrate your learning, they total 100 points.
6. 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. Word and Excel are worth 50 points each, PowerPoint is 30 points, Access is 20 points, and the Concepts exam is worth 100 points; totally 250 points.

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), presentation software (PowerPoint 2019), electronic spreadsheets (Excel 2019), and databases (Access 2019). 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

| | |
|--------------------------------|-------------|
| Demo Exercises (10 @ 10pts) | 100 |
| Projects (10 @ 20 pts) | 200 |
| Exams (10 @ 25 pts) | 250 |
| Concepts Exams (6 @ 25 pts) | 150 |
| Final Exams (250 pts total) | 250 |
| Final Projects (100 pts total) | 100 |
| Total = | 1050 |

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.

Student Responsibilities

Read the textbook, watch the videos on the laptop, watch the CCT videos, complete the assignments and exams, and communicate with the instruction using the JPAY system.

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, communication via JPAY, 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

Calendar (subject to change – follow updates on JPAY for updates)

| Round # | Module Numbers | Topics | Homework | Weeks/Due |
|--------------------|----------------------------------|---|--|--|
| Round 1 | Orientation | | JPAY instructor | 2 days 31-Jan |
| | Concepts Modules 1 and 4 | Digital Technology, File Management | Coursepack pg 11 Worksheets: Concept Exam 1 and 4 and 5 questions (TURN IN WORKSHEET pg 45) Activities/Files: Create file structure (SAVE on LAPTOP) | 1 week 7-Feb |
| Round 2 | Word Modules 1, 2, and 3 | Modifying a Flyer | Page 15 of coursepack | 1 week 14-Feb |
| | | Research Paper | Worksheets: Word EXAM 1, 2 and 3 (TURN IN WORKSHEET pg 47) | |
| | | Business Letter | Activities/Files: Word Demo and Project for Modules 1, 2 and 3 (SAVE on LAPTOP) | |
| Round 3 | Excel Modules 1, 2 and 3 | Worksheets and Charts | Page 19 of coursepack | 1 week 21-Feb |
| | | Formulas, Functions and Formatting | Worksheets: Excel EXAM 1, 2 and 3 (TURN IN WORKSHEET pg 48) | |
| | | Large Workings, Charting, Analysis | Activities/Files: Excel Demo and Project for Modules 1, 2 and 3 (SAVE on LAPTOP) | |
| Round 4 | PowerPoint Modules 1, 2 and 3 | Presentations with Pictures | Page 23 of coursepack | 1 week 28-Feb |
| | | Enhancing a Presentation with Shapes/SmartArt | Worksheets: PowerPoint EXAM 1, 2 and 3 (TURN IN pg 49 WORKSHEET) | |
| | | Inserting WordArt, Charts, Tables, Animations | Activities/Files: PowerPoint Demo and Project for Modules 1, 2 and 3 (SAVE on LAPTOP) | |
| Mid-Semester Break | | | | NO Classes March 7th-March 13th |

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|---------|-----------------------------|--|---|---|
| Round 5 | Access | Database and db Objects | Page 26 of coursepack Worksheets: Access EXAM 1 (TURN IN WORKSHEET pg 50) Activities/Files: Access Demo and Project for Module 1 (SAVE on LAPTOP) | 1 week 14-Mar (submit thumb drive) |
| Round 6 | Concepts Modules 3 and 5 | Hardware, Software and Apps | Page 28 of coursepack Worksheets: Concept EXAM 3 and 5 (TURN IN WORKSHEET pg 51) [no files to save] | 1 week 21-Mar |
| Round 7 | Concepts Modules 2 and 6 | Web, Safety and Security | Page 30 of coursepack Worksheets: Concept EXAM 2 and 6 (TURN IN WORKSHEET pg 52) [no files to save] | 1 week 28-Mar |
| Round 8 | Study Excel and Access | Read and practice to prepare for final Exam | nothing to submit, communicate via JPAY | 1 week 4-Apr |
| Round 9 | Word and PowerPoint | Read and practice to prepare for final Exam | nothing to submit, communciate via JPAY | 1 week 11-Apr |
| Round10 | Final Exams/Projects | Concepts, Word, Excel, Access, PowerPoint | Worksheets: pg 53 of coursepack: Word Final pg 54 of coursepack: Excel Final pg 55 of coursepack: PowerPoint Final pg 55 of coursepack: Access Final pg 56 of coursepack: Concetps Final Activities/Files: pg 35 of coursepack: Word Final pg 38 of coursepack: Excel Final pg 40 of coursepack: PowerPoint Final pg 42 of coursepack: Access Final | 2 weeks 25-Apr (submit thumb drive) |

