

# CIS 095 Computer Literacy

Winter 2014

**Instructor:** R. Joy Walters  
**Office Location:** BW 230

**Phone:** 517.990.1368  
**E-Mail:** [waltersramonaj@iccmi.edu](mailto:waltersramonaj@iccmi.edu)

## OVERVIEW

The course covers computer concepts, storage media, file management, word processing, online learning systems, emailing with attachments, and keyboarding. Students will apply concepts to real-life scenarios through active-learning strategies.

## COURSE OBJECTIVES

- Define computer concepts.
- Utilize file management strategies to organize and share computer work.
- Effectively upload, download and install files.
- Evaluate and utilize different storage medias.
- Access and effectively communicate with email.
- Create, format, and save word processing and presentation files.

## SUGGESTED MATERIALS

Portable Flash memory stick for file management.



### REQUIRED TEXTBOOKS:

#### COMPUTER CONCEPTS: ILLUSTRATED BRIEF, 9TH EDITION

Dan Oja

June Jamrich Parsons

**ISBN-10:** 1133526160 **ISBN-13:** 9781133526162

We will be using the Online Companion with this book. You can locate the class code by looking at the top of our JetNet site. You **MUST** have this code to complete the homework.

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

**ASSOCIATE DEGREE OUTCOMES:** The Board of Trustees of Jackson College has determined that all Jackson College graduates should develop or enhance certain essential skills while enrolled in the College. ADO 7, which is Critical Thinking, is covered in this course.

## PARTICIPATION and ATTENDANCE POLICY

Your success will depend greatly on your participation in class, time spent completing assignments, and time practicing on the computer. Attendance will be reported periodically to the Registrar's Office. Definitions include: "H"—the student is not doing acceptable work and needs "help" to be successful, "Q"—the student has not participated/attended and the instructor believes they have unofficially withdrawn, and "V"—the instructor "verifies" that the student is participating/attending and doing acceptable work. **It is ultimately the responsibility of the student to [withdraw from the course](#).** You should also contact your instructor when considering a withdrawal.

## GRADING PROCEDURE

You can figure your grade at any point by taking the total amount of points that you have earned and dividing this number by the total amount of points possible at that point. Then plug this number into the Grading Scale listed below to determine your grade.

## LATE POLICY:

All of the course assignments are posted in JetNet. Generally, each assignment is due **one week** after assigned. Assignments submitted after the due date (**for any reason-** even technical difficulties) will be accepted with a **50% deduction**.

## Scale:

Percentage	Grade
94-100	4.0
88-93	3.5
82-87	3.0
76-81	2.5
70-75	2.0
64-69	1.5
58-63	1.0
52-57	0.5
Below 52	0.0

**Activities:** Tentative activities which are subject to change (total 600 points):

10 In Class Assignments @ 20 each	200
8 Homework Assignments @ 20 each	160
1 Class Quiz @ 10 each	10
4 Concept Review Quizzes @ 20 each	80
1 Course Project @ 100 each	100
1 Final Exam @ 50 each	50
	<hr/>
	600

## DROP-IN COMPUTER LAB

The open computer labs are located in William Atkinson Hall, Room 103 and within the IT Commons area. Please call for available times and locations (517) 796-8639. **For Hillsdale's hours call (517) 437-3343 or talk with Sue Skiendziel for help [SkiendzSueE@jccmi.edu](mailto:SkiendzSueE@jccmi.edu)**

## EXTRA HELP

Tutoring help (plus additional services for academic success) or students requiring special assistance including those affected by the Americans with Disabilities Act should call or email Sue Skiendziel at (517) 437-3343 [SkiendzSueE@jccmi.edu](mailto:SkiendzSueE@jccmi.edu) or as soon as possible. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

## STUDENT RESPONSIBILITIES

The student is responsible for the material covered in a missed class. Notify your instructor in advance if you are going to miss an exam and make arrangements for another exam time.

## COLLABORATION

While Jackson College 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.

## ACADEMIC HONESTY AND CONSEQUENCES

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. Please refer to the [Student Handbook](#) for [Student Rights and Responsibilities](#).

Plagiarism is the failure to give credit for the use of material from sources. Cheating means obtaining answers/material from a source without authorization. Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including lowering the final grade by .5 and assigning a failing grade for the paper, project, report, exam, or the course itself.

Instructors will document instances of academic dishonesty in writing to the Dean of Faculty. In the event of a student dispute, both student(s) and faculty should follow the Conflict Resolution Policy. This policy is presented in Student Rights and Responsibilities (student handbook) and the faculty Master Agreement.

## **CLASSROOM POLICY**

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.

Despite this course being held within a computer lab this is NOT the time to hold conversations either by voice or texting over the phone or other electronic devices. All phones should be turned off OR placed on vibrate mode during every class session. If a call must be made or taken you must wait for an appropriate portion of the lesson and quietly move out into the hallway to quickly complete this outside communication.

During class time all computer use must be related to the academic tasks at hand. The focus of our class time is the completion of our daily projects in order to keep all of us appropriately on course.

By using sites during class that include, but are not limited to, Facebook, Twitter, ESPN, or YouTube, you will miss valuable instructions, assistance, and opportunities to complete work before the due date. These distractions can detrimentally lower single assignment grades and your overall grade in the course.

## **CAVEAT**

There may be things that would require revisions to the syllabus or our calendar. For example, severe weather, causing cancellation of classes or instructor illness causing changes in the schedule. Other events may affect the course calendar as well including typing errors or a due date that must be changed. In any case, the entire class will be notified as soon as possible of any changes to the syllabus or calendar.

To keep aware of any weather delays, closings, and other important College information you can sign up for the free Nixle Community Information Service. Details in getting these updates sent to your email and/or mobile device can be [found at:](#)

<http://www.iccmi.edu/News/PressReleases/2011/pr013111a.htm>

# CIS 095 Computer Literacy

Winter 2014

## Tentative Schedule\*\*

Week	Date	Topics Covered	Activities
Week 1	Friday, Feb 07	Introductions Online Companion Setup Typing Tutor Setup	Wk 1 In Class Work Course Quiz Wk 1 Assignment
Week 2	Friday, Feb 14	Chapter 1/Unit A	Wk 2 In Class Work Chapter 1/Unit A Concepts Review Quiz
Week 3	Friday, Feb 21	Chapter 2/Unit B	Wk 3 In Class Work Wk 3 Assignment
Week 4	Friday, Feb 28	Chapter 2/Unit B	Wk 4 In Class Work Wk 4 Assignment Chapter 2/Unit B Concepts Review Quiz
Week 5	Friday, Mar 14	Chapter 3/Unit C	Wk 5 In Class Work Wk 5 Assignment
Week 6	Friday, Mar 21	Chapter 3/Unit C	Wk 6 In Class Work Wk 6 Assignment Chapter 3/Unit C Concepts Review Quiz
Week 7	Friday, Mar 28	Chapter 4/Unit D	Wk 7 In Class Work Wk 7 Assignment
Week 8	Friday, Apr 4	Chapter 4/Unit D	Wk 8 In Class Work Wk 8 Assignment Chapter 4/Unit D Concepts Review Quiz
Week 9	Friday, Apr 11	Review	Wk 9 In Class Work Wk 9 Assignment
Week 10	Friday, Apr 18	Final Project & Exam	Wk 10 In Class Work Final Project and Presentation
<b>Class Ends</b>	<b>Enjoy your break!</b>		

\*\*Please reread the Caveat section on page 3 of our syllabus in case of changes that need to be made to this schedule. Students will be notified as soon as possible.