

CSIS 1020 – Computer Essentials Fall 2016



Course Description

Computer Essentials is a hands-on introduction to problem solving using office productivity tools. Basic hardware, software, networking, internet and computer theory topics are discussed. It is intended to help the student become computer literate and computer competent. The course curriculum is directed at preparing the student to use the computer as an everyday problem-solving tool. Completing this course with at least a C grade meets the General Education Computer Literacy (CL) requirement for SLCC.

Course Fee:

When you register for CIS 1020 you will be charged a course fee. This fee includes two electronic textbooks (Exploring Office 2013 and Technology in Action 11th Edition) as well as access to myitlab, which contains all of the course materials. **NO ADDITIONAL TEXTBOOK IS REQUIRED!** A printed copy of the Office 2013 software package is available in the bookstore, but not required.

Access Code:

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Other Required Items:

- Data storage device (jump drive/flash drive/ etc.)
 - If you are planning to complete work at home, you must have:
 - IBM-Compatible computer with high-speed internet connection* (***If you have a MAC you may have to complete some parts of assignments on a PC. The Macs are missing some of the styles that they ask you to use. You can stop into a lab and do these parts of the assignment or talk to your instructor about it.***)
 - Microsoft Office 2013 Software
- *You may be able to use <http://allaccess.slcc.edu> but be aware that depending on your computer setup, it can run very slow.

How to Start

- **BEFORE YOU BEGIN – Your instructor should have given you an ACCESS CODE. Do not start until you have this code.**
 - All students will log in to a Canvas site. Go to www.slcc.edu and click on Canvas in the top menu bar.
 - Find the CIS 1020 class and click on it. If you just registered, it may take a little while for it to show up.
 - Look for the link called MyLab and Mastering on the left menu bar and click on it.
 - Click on the MyITLab Course Home link. (If nothing happens, check to make sure that your internet browser is NOT blocking popups.)
- NOTE – Each time you come in to MyLab and Mastering; you should click on this link.**
- You should see a license agreement, you will have to AGREE to accept that license agreement.

- You will see a registration page. Complete this form following the instructions in the form.
- You will then see a REGISTER page. Make sure you click the link for a **PREPAID Access code**. (The one on the left). **Otherwise, you might be charged an additional amount!**
- Put in the code that your instructor gave to you. Make sure type it exactly as shown including capitalization and then click FINISH.
- It will take a few minutes for the course to be ready.
- Click on GO TO COURSE.
- Next click on the SET UP MyITLAB link. Follow all of the instructions to make sure your computer is set up correctly. Click and make sure that you run the Browser Tune-up Wizard (There is one for the PC and also one for the MAC)
- Click on the Set Time Zone & Change Student ID; change the time zone to Mountain Time; make sure you click SAVE.
- You might also want to look at the Student User Guide.

Prerequisites/Tutoring

There are no prerequisite courses required for this class. It would be helpful to know how to type.

For free tutoring services, we will send out specific times and places where this is available..

Course Objectives

The following four major areas will be discussed:

1. Computers and Society

Students will learn how computers are being utilized in business, industry, education, and for personal use. The student will learn how to utilize the computer as a problem-solving tool. Students will also learn about ethical issues related to computer use, including: illegal copying of software (piracy), privacy issues, computer crime, and computer viruses.

2. Application Software

The student will gain skills in common software operations such as: starting programs, loading data, modifying data, saving data, printing information, cut/copy/paste, formatting, obtaining help, customizing the operating environment, and exiting the program. The specific types of software used will include: word processing, spreadsheet, presentations, and integrated packages.

3. System Software

The student will utilize common operating environment functions including: file management (i.e. copy, backup, delete, search), and disk management.

4. Computer Hardware

The student will be able to identify hardware components of a computer system. Students will be able to understand how physical computer devices actually work, such as: CPU, monitor, printer, modem and disk drives and how these devices communicate with each other.

Grading

1. **Exams: Seven (7) exams** will be given and will constitute **50%** of the final grade.
 - a. There will be **three (3) Theory Exams**. These will be multiple choice and matching questions taken from the *Technology in Action* book.
 - b. There will be **four (4) application exams**. These will be from the *Exploring* book. You will download a starter file, complete assigned tasks in the application, upload the completed file, and it will be graded for you.
2. **Final Project:** In keeping with the General Education requirement, each student is required to create an **e-portfolio**. You will also create a PowerPoint Final Project. These projects will constitute **10%** of the final grade.
3. **Homework:** Homework will constitute **40%** of the final grade and will be given from the following:
 - a. *Exploring Microsoft Office 2013 Volume 1 Book:* The student will be working with Windows and three Microsoft Office 2013 software packages: Word, Excel, and PowerPoint. Specific assignments will be given from each of these packages. The student should first complete the “tutorial” (or training and then the specific assignments given by the instructor such as case problems and/or grader projects.
 - b. *Technology in Action Book Assignments (TIA).* The student will be given assignments regarding specific chapters in the TIA Book. These assignments will include various end-of-chapter materials.
 - c. *Other Assignments.* The student will also be required to complete other assignments using the internet, e-mail, and the SLCC library as directed by the instructor.
 - d. *Late Work:* Homework links will remain open one week after the due date. There will be a 10% reduction after the due date for late work. After one week, work will not be accepted.
 - e. *Integrity checks:* Mylt has a built in grader project. The computer registers your login information and it will flag any submissions that have been shared with another person. If you receive one integrity check, you will receive a 0 on the assignment. If you receive more integrity checks, you could fail the course.

Grading Scale

Grade	Percentage	Grade	Percentage	Grade	Percentage
A	95-100%	B-	80-83%	D+	67-69%
A-	90-94%	C+	77-79%	D	64-66%
B+	87-89%	C	74-76%	D-	60-63%
B	84-86%	C-	70-73%	E	Below 60

As mentioned above, grading weights are as follows:

All Exams	50%
All Assignments	40%
Final Project	10%
Total	100%

Other Information

ACBSP - The Computer Information Systems associate degree programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP). This accreditation represents the achievement of meeting the high national standards established for associate degree granting business programs.

Computer Lab Rules – Each student must obey all lab rules and conduct themselves professionally and courteously. Failure to abide by lab rules will result in loss of lab privileges. Consult the labs for their current operating hours.

Americans with Disabilities Act

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center: (phone) 801-957-4659; (email) drc@slcc.edu; (website) www.slcc.edu/drc.

Honesty – This course will strictly enforce the *Student Code of Conduct*. The College imposes specific actions in response to incidents of student dishonesty (cheating, plagiarism, etc.) that may include receiving a failing grade on a test or in the course, suspension or dismissal from the College.

General Education - This course is part of the General Education Program at Salt Lake Community College. It is designed not only to teach the information and skills required by the discipline, but also to develop vital workplace skills and to teach strategies and skills that can be used for life-long learning.

General Education courses teach basic skills as well as broaden a student's knowledge of a wide range of subjects. Education is much more than the acquisition of facts; it is being able to use information in meaningful ways in order to enrich one's life. General Education courses focus on communication, creativity, and critical thinking skills and along with the substance of the course's information, an appreciation of the esthetics of the area of study and its connection to the larger social web. .

LEARNING OUTCOMES –SLCC is committed to fostering and assessing the following student learning outcomes in its programs and courses by:

- Acquiring substantive knowledge in the field of their choice
- Communicate effectively
- Develop quantitative literacies
- Think critically

- Developing the knowledge and skills to be civically engaged'