

Kishwaukee College Syllabus
CIS 101 - 3001
Introduction to Computers
3 Credit Hours, Fall 2016

A. Course Description

This course surveys computer technology and its current and future use in business, industry, and the home. Discussion topics include hardware and software, networking and the Internet. Students will use personal computers for an introduction to word processing, spreadsheets, database, and presentation software. Three hours lecture/discussion a week.

Prerequisite: None.

B. Meeting Time and Place

Lecture/Lab:	A-1375	
Time:	9:30 A.M. - 10:45 A.M.	Monday, Wednesday
Dates:	8/29/16 - 12/22/16	
Withdrawal date:	12/05/16	
Labor Day:	9/5/16	School closed
Fall Friday:	10/21/16	School closed
Thanksgiving break:	11/23/16 5:00 PM - 11/26/16	School closed
Midterm exam:	Week of 10/17 to 10/21	during class
Final exam:	12/19/16	8:00 A.M. - 9:50 A.M.

C. Instructor Information

Instructor:	Paul Newell
Office:	N/A
Email:	Paul.Newell@kishwaukeecollege.edu
Phone:	N/A
Desire2Learn:	https://kish.desire2learn.com/
Dept. Secretary:	815/825-2086 x2030 (Shelley Lawson)
Office hours:	***** TBA *****

D. Expected Learner Outcomes

Upon completion of this course, the student will be able to:

1. use and define common computer, networking and information processing terminology
2. identify computer hardware and networking components and explain, in general terms, how they work
3. identify the ways in which computers can be used to obtain information from available data
4. analyze and compare specifications of a PC; compare and contrast PC hardware and software systems as if choosing for purchase
5. identify, describe, and evaluate types of computer software and their use in business, industry, and the home
6. use a popular microcomputer software package and demonstrate their use in daily life applications
7. use a browser to find and evaluate information on the Internet
8. explain technology security and privacy issues
9. discuss the issues society faces regarding computers and their impact on everyday life, now and in

the future

E. Required Text and Materials

1. Gaskin, Geoghan, Graviett, and Vargas (2017). *MyITLab for Office 2016: Go! All in One, 3rd edition*. Boston, Massachusetts: Pearson Education, Inc. as Prentice Hall. [ISBN-13: 9780134487342]
2. Internet access
3. Access to Windows 10
4. Access to Microsoft Office 2016 including Access 2016

F. Breakdown of Course Requirements

16 quizzes @ 10 points each	160 points
1 quiz @ 20 points each	20 points
8 simulation exams @ 25 points each	200 points
19 grader projects @ 25 points each	475 points
1 midterm exam @ 100 points	100 points
1 final exam @ 100 points	100 points

Total	1055 points

G. Final Grade Determination

A = 90 - 100%	949 points or more
B = 80 - 89.9%	844 - 948 points
C = 70 - 79.9%	738 - 843 points
D = 60 - 69.9%	633 - 737 points
F = below 60%	less than 633 points

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.

H. Course Procedures

1. Students are expected to spend **time outside of class** completing assignments.
2. Food and beverages are not permitted in the classrooms or labs.

I. Make-up Policy

1. Assignments are to be turned in on time. Assignments which are not turned in on time will not be accepted unless individual arrangements are made **in advance** with the instructor.
2. Tests are to be taken at the day and time scheduled. Failure to take a test at the scheduled time may result in a grade of 0 for that test. In the case of an excusable absence or a genuine emergency, the instructor must be contacted as soon as possible, preferably before the scheduled test, to reschedule the makeup of that test.

J. Attendance Policy

Class attendance is strongly encouraged. You are responsible for whatever was covered in class, whether you are there or not. If you must miss a class, it is your responsibility to contact the instructor and make arrangements for notes, handouts, or announcements that were missed. Although attendance is not counted toward the final grade, there may be coursework which is done during class time which may count toward the final grade and may not be able to be taken outside of class time.

Tentative Weekly Schedule

Please note that this schedule and the topics covered are likely to change. Changes will be announced in class. If you are not able to attend class, it is your responsibility to find out what was covered. A more detailed schedule is provided on the course website. Assignment descriptions and due dates will also be posted on the course web site.

Week	Date	Topics	Reading	Due
1	8/29-9/4	Syllabus Introduction to MyITLab and D2L Computers and information processing	Syllabus Chapter 1	Quiz 1A Quiz 1B
2	9/5-9/11	School closed on 9/5 for Labor Day Getting started with Windows 10	Chapter 10	Win 10 Sim Exam
3	9/12-9/18	Hardware Introduction to Office 2016	Chapter 2 Chapter 11	Quiz 2A Quiz 2B Office Project 11A Office Project 11B
4	9/19-9/25	System Software	Chapter 3	Quiz 3A Quiz 3B
5	9/26-10/2	Networks, Security, and Privacy Microsoft Word I	Chapter 4 Chapter 12	Quiz 4A Quiz 4B Word Chap 12 Sim Exam Word Project 12A Word Project 12B
6	10/3-10/9	Microsoft Word II	Chapter 13	Word Chap 13 Sim Exam Word Project 13A Word Project 13B
7	10/10-10/16	Troubleshooting and Maintenance Microsoft Word III	Chapter 5 Chapter 14	Quiz 5A Quiz 5B Word Chap 14 Sim Exam Word Project 14A Word Project 14B
8	10/17-10/23	Midterm exam Instructor will announce exam date in class.	Chapters 1-5 Chapters 10-11	Midterm exam
9	10/24-10/30	Application Software Microsoft Excel I	Chapter 6 Chapter 15	Quiz 6A Quiz 6B Excel Chap 15 Sim Exam

				Excel Project 15A Excel Project 15B
10	10/31-11/6	The Internet Microsoft Excel II	Chapter 7 Chapter 16	Quiz 7A Quiz 7B Excel Chap 16 Sim Exam
11	11/7-11/13	Digital Ethics and Awareness Microsoft Excel II	Chapter 7 Chapter 16	Quiz 8A Quiz 8B Excel Project 16A Excel Project 16B Excel Project 16C
12	11/14-11/20	Microsoft Access	Chapter 17	Access Chap 17 Sim Exam
13	11/21-11/27	Microsoft Access	Chapter 17	Access Project 17A Access Project 17B Access Project 17C
14	11/28-12/4	Microsoft PowerPoint	Chapter 18	PowerPoint Chap 18 Sim Exam
15	12/5-12/11	Microsoft PowerPoint	Chapter 18	PowerPoint Project 18A PowerPoint Project 18B PowerPoint Project 18C
16	12/12-12/18	Cloud Computing	Chapter 9	Quiz 9
17	12/19	Final exam: 8:00 A.M. - 9:50 A.M., Rm. A-1375	Chapters 6-9 Chapters 12-18	Final exam

Kishwaukee College Policies and Resources

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| <ul style="list-style-type: none"> A. Academic Dishonesty B. Assistive Resources Center/Disability Services C. Attendance Verification Roster D. Class Cancellations E. Class Withdrawal F. Community Resources G. Copyright H. Emergency Procedures/Safety | <ul style="list-style-type: none"> I. Graduation Requirements for
Transfer Degree Students J. Incomplete Grade K. Learning Skills Center L. Recording of Classes/Presentations M. Religious Observances N. Student E-mail O. Technical Support |
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Please see the Kishwaukee College Catalog for other policies and resources

A. Academic Dishonesty

In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Detailed information can be found by clicking on this link: www.kishwaukeecollege.edu/student-life-essential-student-information/student-code-conduct

B. Assistive Resources Center/Disability Services

Any student with a documented disability or special learning need and wanting to request accommodations, should contact the Assistive Resources Center in A1317 or at (815) 825-2086 ext. 4290, (815) 825-9106 (TTY). More information can be found on the MyKC Portal: <https://mykc.kishwaukeecollege.edu/collegeareas/vpss/disabilityservices/Pages/default.aspx>

C. Attendance Verification Roster

Students who do not attend their class during the refund period will be dropped from the class roster and will be charged for the class. More information can be found on the MyKC Portal: <https://mykc.kishwaukeecollege.edu/collegeareas/vpfa/bo/Pages/default.aspx>

D. Class Cancellations

Class cancellations due to inclement weather will be posted on the College Website: www.kishwaukeecollege.edu or announced by the local radio stations. You may sign up for text alerts at myKC/Student Resources/Text Alert. Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door. Room changes will be announced in advance whenever possible and posted on the classroom door.

E. Class Withdrawal

A "W" cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Refer to page 166. Kishwaukee College reserves the right to administratively withdraw students from the Attendance Verification Roster or the Midterm Roster those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

F. Community Resources

There are numerous community resources that are available to assist students in addressing a variety of personal needs. Resource contact information can be found on MyKC: <https://mykc.kishwaukeecollege.edu/collegeareas/vpss/counseling/Pages/Documents.aspx>

G. Copyright

As a Kishwaukee College Student, you may have copyrighted materials or software made available to you by the college for course use. Please understand that copyright law may prohibit copying or further distribution of these materials. Full information can be found here: www.kishwaukeecollege.edu/student-life-essential-student-information-students-right-know/copyright-law-notification

H. Emergency Procedures/Safety

Yellow and red Emergency Information flipcharts are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus. More information

can be found in the college catalog on page 196.

I. Graduation Requirements for Transfer Degree Students

Guidelines and specific requirements can be found here: www.kishwaukeecollege.edu/academics-resources/graduation-requirements

J. Incomplete Grade

All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an "Incomplete" (I) grade may be given. More information can be found in the college catalog on page 170.

K. Learning Skills Center (A1300)

Tutoring, The Writing Center, make-up tests, online tests, and placement tests are available through the Learning Skills Center. For more information, go to <https://mykc.kishwaukeecollege.edu/collegeareas/vpi/lsc/Pages/default.aspx>

L. Recordings of Classes/Presentations

Kishwaukee College prohibits students from electronically recording class lectures and presentations (either by audio, video, picture, or otherwise) unless certain qualifying conditions are met.

1. The student requires the recording of lectures/presentations as part of his/her accommodations related to a disability that has been adequately documented with the Coordinator of the Assistive Resources Center.
2. The instructor has given advance written permission to the student that stipulates what may be recorded and by which device(s) the lectures/presentations may be recorded.

In either of the above cases, the following restrictions shall apply:

1. Recordings are solely for the use of the student designated either in the disability accommodations or the instructor's written permission to record.
2. Recordings must not be shared or reproduced for any reason.
3. Recordings must not be posted on any public or private website or social media service.
4. Recordings must be destroyed by the student at the end of the semester in which the recording was made.

A student found to have committed a violation of this procedure shall be subject to one or more sanctions described in the Code of Student Conduct and Discipline. Students seeking to obtain permission to record a class must inquire with the instructor in question and, if the instructor agrees to allow recording, the student and instructor must complete a Permission to Record a Class/Lecture Presentation form.

M. Religious Observances

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

N. Student E-Mail

Your Kishwaukee College e-mail account will be the official way to receive notices from the College. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Kishwaukee student e-mail. When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

O. Technical Support

If you require technical support, please contact the Help Desk:

1. helpdesk@kishwaukeecollege.edu
2. (815) 825 2086, ext. 4357 (HELP)
3. Visit the Helpdesk's office located in Media Services A1252
4. <http://helpdesk.kishwaukeecollege.edu>