

## **CIS 101 Introduction to Computers** **Spring Semester 2014**

**Course Description:** This course provides students with an overview of general hardware and software issues such as terminology and environments. The focus on the use of application software includes word processing, spreadsheets, databases, and presentation software.

### **Course Objectives:**

- ⇒ Students will learn the fundamentals of Office 2013 and demonstrate abilities by completing a variety of tasks and exams
- ⇒ To expose students to practical examples of the computer as a useful tool
- ⇒ To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use
- ⇒ To help students discover the underlying functionality of Office 2013 so that they can become more productive
- ⇒ To develop an exercise-oriented approach that allows learning by doing
- ⇒ To encourage independent study



**Instructor:** Ms. Kayla O'Toole

**Office:** Dean's Office

**Office Hours:** By arrangement

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**Lecture/Lab Schedule:** Thatcher 212 - MWF 10:00-10:50 AM

**Textbook(s):** GO! with Office 2013 Volume 1, 1/e

Gaskin, Vargas & McLellan ©2014 / Prentice Hall / Book Only

A textbook is mandatory for each student.

### **Course Requirements:**

Instruction procedures include lecture, class discussion and participation, individual assistance and tests.

#### **Grading Methods**

Objective Tests  
Quizzes  
Other projects  
Final research project & presentation  
Daily Assignments

#### **Grading Scale**

A = 90%  
B = 80%  
C = 70%  
D = 60%  
..

Grades will be calculated by dividing total points earned by total points available from assignments and tests.

## Tentative Course Outline:

### Introduction to Computers Section

- ❖ Components of a Computer
  - Input Devices
  - System Unit
  - Output Devices
  - Storage Devices
- ❖ Communications Devices.
- ❖ Computer Software
- ❖ Networks and the Internet
- ❖ How to Purchase
  - Desktop Computer
  - Notebook Computer
  - Tablet PC
  - Personal Mobile Device
- ❖ File Management

### Office Applications Section

- ❖ WORD 2013
  - Create a New Document and Insert Text
  - Insert and Format Graphics
  - Text Boxes and Shapes
  - Document and Paragraph Layout
  - Lists
  - Tabs
  - Smart Art
  - Tables
  - Footnotes
  - Citations
  - Columns
  - Mailing Labels
- ❖ EXCEL 2013
  - Creating Worksheets and Charting Data
  - Using Functions, Creating Tables and Managing Large Workbooks
  - Analyzing Data with Charts and What If Analysis Tools
- ❖ ACCESS 2013
  - Creating Tables
  - Sorting and Querying
  - Forms, Filters and Reports
- ❖ POWERPOINT 2013.
  - Creating and Editing a Basic Presentation.
  - Enhancing a Presentation with Pictures and Shapes
  - Enhancing a Presentation with Animation, Video, Audio

## General Education Goals/Objectives:

DCB General Ed. Goal #2

## Relationship to Campus Theme:

**Technology:** The course focuses on knowledge and application of technology

**Objective 1:** Completes assignments using appropriate application software

**Skill:**

1. Creates, edits, and formats a word processing document
2. Creates, edits, and formats a spreadsheet application
3. Creates edits, and formats a slide show presentation

## Classroom Policies:

- ⇒ Students are required to complete all class activities.
- ⇒ Attendance is required. Quizzes and tests cannot be made-up. Exceptions may apply when students are excused because of a school function or if an emergency arises. Arrangements must be made with the instructor prior to class time. Excused absences will be handled on an individual basis.
- ⇒ Student must be in attendance on the day scheduled for the final exam. Failing to be present will result in an F on the final project.
- ⇒ Assignments are due at the designated time, even if you will be or were absent. Late assignments **will not** be accepted.
- ⇒ Bring your textbooks, electronic storage device, and writing tools each day to class
- ⇒ Bring a positive, cooperative attitude to class each day.
- ⇒ DO NOT BE LATE TO CLASS.....Tardiness will not be tolerated. It is disruptive to your peers and the discussions. If you attempt to enter the classroom after the door has been closed, you will be instructed to leave the room.
- ⇒ The instructor reserves the right to remove anyone causing disruptions or showing disrespect to others in the class. The first offense will result in expulsion from that class period. A second offense will result in the students' permanent removal from the class and a grade of F for the semester. Disruptions include:
  - Any use of cell phone or any other electronic device (tablets, net books, or laptop computers, I-pads, I-pods etc.) during class
  - Using the computer for gaming, chatting or activities other than the program required for class
    - The instructor reserves the right to interpret and declare what is considered disruptive or disrespectful behavior. Examples may include but are not limited to
    - Disruptive talking
    - Listening to music or sports utilizing an electronic device via ear buds
    - Watching videos during class

## Academic Integrity:

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19)

- ⇒ Students will receive no credit for work that fails to meet standards of academic integrity.
- ⇒ If a person participates in academic dishonesty more than once, the result will be an F for the course.
- ⇒ The use of templates or other pre-made layouts will result in an F for the assignment.
- ⇒ The instructor reserves the right to interpret and declare what is considered cheating on a case-by-case basis.

**Disabilities and Special Needs:** If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also; phone 701-228-5477 or toll-free 1-888-918-5623.

