

# CIS 1: Introduction to Computers with Applications

3 units, transfer UC, CSU

Santa Monica College  
Spring Semester 2017

Section 1405  
Online Course

## Class Syllabus

(updated January 24, 2017, subject to change)



### Instructor Information

<b>Instructor:</b>	Gina Jerry
<b>Phone:</b>	310-434-4686
<b>E-mail:</b>	jerry_gina@smc.edu
<b>Website:</b>	www.ginajerry.com
<b>Course Website</b>	Login at <a href="http://online.smc.edu">online.smc.edu</a>
<b>Office:</b>	B220-E
<b>Office Hours:</b>	Thursday 2:15 p.m. - 3:15 p.m. and by appointment

### Course Description

This beginning course covers the broad use of personal computers. Topics include a description of microcomputer components, input and output devices, networking, and microprocessing concepts. Beginning word processing, spreadsheet, database, Internet, Windows, and programming concepts are introduced. Hands-on experience is provided in a microcomputer lab. Note: Programming, computer science or engineering students should enroll in Computer Science 3.

### Recommended Prerequisites

None, but keyboarding skills of 25 words per minute or enrollment in OFTECH 1A or 9 is recommended.

### Hours Required

Course completion, including textbook reading, online discussions, quizzes and assignments, will take approximately 5 to 10 hours per week. Your time commitment will vary based upon your own level of experience and learning rate.

## Supplies

Keep all of your class work in a separate folder on your computer or on a USB flash drive. A 1GB (or larger) USB flash drive will be more than sufficient for your work in this class.

## Required Textbooks

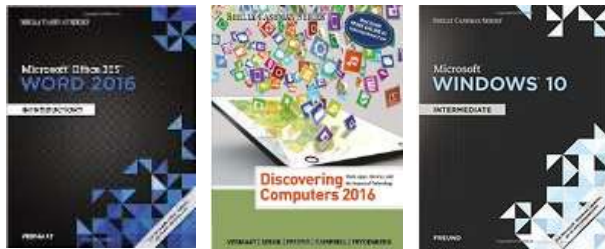
The following textbook bundle is **MANDATORY** for the course. The bundle is **ONLY** available at the SMC Bookstore or A&R Bookstore (Pico & 17th, phone 310-314-4361) or you can purchase it directly from the publisher at a discount. Please email me for the link and instructions if you would like to purchase from the publisher.

Please plan in advance to have the textbook bundle when this course starts.

**Textbook Bundle ISBN: 9781337745567**

This bundle contains the following:

1. *Discovering Computers 2016*
2. *Microsoft Windows 10: Intermediate*
3. *Microsoft Word 2016 Introductory*
4. *SAM 365 & 2016 Assessment, Training & Projects Printed Access Card*
5. *Microsoft Office 2016 180-Day Trial*



## SAM Website (Optional)

You will have access to [sam.cengage.com](http://sam.cengage.com) (Cengage's learning management system). This will allow you to complete optional training assignments, watch instructional videos and have access to an eText version of your textbook.

Your textbook comes packaged with an activation code for SAM.

## Certificate Information

CIS 1 is one of the required courses in the Computer Business Applications, Web Site Software Specialist and General Office certificates. For more information on these certificates, please visit our department Web site at: <http://www.smc.edu/cs1s>.

## Technical Requirements and Required Operating System Software

Students should have their own computer, an Internet connection and the required software.

Note that students taking on-campus classes are given priority in the CSIS department's computer lab (B231), but the lab is also available to online students. Currently the lab is open Monday – Saturday.

If you plan to complete your assignments **off-campus** you **must** have:

- a computer running the Windows 10 operating system. **No MACs, no exceptions.** But you can use the computer lab in B231 to complete the Windows assignments.
- an Internet connection (Broadband (cable/DSL) or greater is recommended.)
- a Web browser - (Edge, Chrome, Firefox or Internet Explorer)

## Required Software

**Microsoft Word 2016:** American version **ONLY**. You will not be excused from any part of an assignment or exam because you are using the wrong version of Word or for example, the European or Chinese version of Word.

**NOTE:** A trial version of Office 2016 is included with your textbook bundle.

Students using Word 2013 can complete the assignments, but the textbook is written specifically for Word 2016 so the minor differences between 2013 and 2016 will require students to make some adjustments when reading the book and completing assignments.

If you wish to purchase Office 2016 there are several companies that sell software at discounted prices for students. For example, you can purchase Microsoft Office Professional 2016 for \$39.99 at <http://www.shopcollegebuys.org>.

## Students with Disabilities

Santa Monica College accommodates students with disabilities. If you qualify for any special accommodations due to a disability, you need to officially process your request through the Disabled Students Programs and Services (DSPS) office as close to the beginning of the semester as possible. If you believe you have a learning disability that has not yet been documented, please see me and contact the DSPS office. The DSPS office is located in the Admissions/Student Services Complex, Room 101, and the phone numbers are 310-434-4265 and 310-434-4273 (TDD).

## Grading Policy

- Grades are not negotiable. They are based solely on points earned and not on percentages or "curves." There is no extra credit available for this class.
- A grade of "Incomplete" may only be granted at the very end of the term, when 90% or more of the course work has been satisfactorily completed, but a documented unforeseen event or illness prevents you from completing the class.
- **Dropping the class is YOUR responsibility.** Students are responsible for withdrawing from a class and must not expect faculty to initiate withdrawal procedures for them.

## Method of Evaluation

Letter grades will be determined using a standard percentage point scale as outlined below:

POINT RANGE	GRADE	PERCENTAGE
531-590	A	90%-100%
472-530	B	80%-89%
413-471	C	70%-79%
354-412	D	60%-69%
Below 354	F	59% and under

Total points will be determined by your performance in the following areas:

ITEM	POINTS PER ITEM	TOTAL POINTS	APPROX. PERCENT
Quizzes	13 quizzes @ 15 each 2 quizzes @ 10 each	215	36%
Class Discussions	14 discussions @ 5 each	70	12%
Homework	9 projects @ 10 each 2 projects @ 15 1 project @ 5	125	21%
Windows Exam & Word Exam	2 exams @ 30	60	10%
Midterm Exam	1 exam @ 50	50	9%
Final Exam	1 exam @ 70	70	12%
<b>TOTAL POINTS</b>		<b>590</b>	

## Course Requirements

- Students are responsible for following the schedule from the course website including any changes made by the instructor.
- A significant portion of your grade is based on homework assignments. Do not wait until the night an assignment is due to attempt it so that you have adequate time to review the material and remedy any possible technical difficulties or issues. If you, for example, email me at 5:00 pm on a Monday with a question about the assignment that's due that evening, you will not receive an answer in time to complete the assignment. Not understanding the assignment is not considered a valid excuse for not turning it in on time. **Assignments must be submitted by 11:59 p.m. on the due date.**
- Students found cheating on any part of an assignment will receive no points for the total assignment. This includes sharing work or copying sections of another student's work. Regardless of the circumstances, both students involved will be considered at fault. So, do NOT offer your files to any student, even if they "only want to see what the finished assignment looks like".
- Weekly quizzes and exams should be taken during the week in which they are assigned. Once the deadline for a quiz or exam has passed it cannot be made up and the grade for that assignment becomes a zero. Quizzes and exams must be submitted by 11:59 p.m. on the due date.

## Course Expectations

Everyone comes to the class with different expectations. This online course DOES duplicate the content of the traditional course, but NOT the delivery. An online course relies on a self-directed student completing the assignments, readings, and threaded discussions on their own time schedule while meeting the posted deadlines. Students who perform at their potential, have high self-esteem, welcome change and are willing to assume responsibility, make decisions, and express opinions, are successful in this online course.

It is very easy to fall behind in an online class. There are no scheduled on-campus or on-line class periods. The entire course is asynchronous and can be accessed at your convenience. Your only requirement is to complete assignments and exams as scheduled on the course schedule. You must be a self-directed student who can plan your schedule to accommodate the deadlines outlined in the syllabus. Cyber students are often in multiple life roles and time is a valuable commodity.

You are expected to visit the course website several times a week. Ideally, once a day. Once there, you will find announcements, lecture material, assignments, and exams.

**Important:** You have registered for an online class. Online classes require substantive participation. This means that if you do not regularly and thoughtfully participate in the class activities defined in your course syllabus, you risk being dropped.

## Student Learning Outcomes

- In order to obtain the knowledge and academic skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems, students shall:

Identify microcomputer components, understand spreadsheet, database, and programming concepts, identify software needs, identify input and output requirements, identify system processing requirements, identify hardware and software requirements, demonstrate knowledge of security, define a business problem to be solved by an application, and define system and software requirements.

- In order to demonstrate the ability to use various software applications to develop, analyze and maintain websites, business reports, spreadsheets and presentations used in industry, students shall:

Be able to name the different hardware parts of a computer system and describe their purpose, be able to describe the purpose of the operating system, be able to create, edit and format word-processing documents in Word, spreadsheet documents in Excel; integrate graphics into a Word document, perform beginning Windows file management operations, Web browsing, and email tasks.

## Course Objectives

Upon successful completion of this course students will be able to:

- Identify the various hardware components including displays, keyboards, processors, and storage.
- Identify, explain, and contrast a variety of peripherals, including printers, scanners, and several secondary storage devices.
- Explain how the CPU represents data and describe factors that affect its speed.
- Describe different types of operating systems and have a basic knowledge of Windows.
- Use Windows Explorer and other Windows features.
- Describe communication and networking concepts such as email, bulletin board systems, modems, LANs and WANs.
- Practice different searching techniques to get information on the Web.
- Practice different searching techniques to find free images, clip arts, and multimedia on the Web.
- Explain concepts relating to hypertext and multimedia.
- Discuss the history of the Internet, how it works, and its uses such as the World Wide Web and FTP.

- Describe the social implications of computer use such as computer crime, software piracy, privacy issues and health-related concerns.
- Identify various types of graphics.
- Describe features used in paint and draw programs to create and manipulate graphics.
- Identify and explain various computer software programs.
- Demonstrate the use of the Windows operating system, word processing, database, spreadsheets, and Internet.

## Academic Conduct Defined – Cheating Policy

Honest and ethical students are protected in this class. SMC has a clearly defined Honor Code, to which each student agrees during the enrollment process each semester. The College's Code of Academic Conduct applies to each and every course as well as each and every member of the academic community, faculty and students alike. It is your responsibility to familiarize yourself with The Code of Academic Conduct and Honor Code, which is printed in the General Catalog.

### Student responsibilities:

<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/What-you-should-know.aspx>

### Honor Council website:

<http://www.smc.edu/StudentServices/HonorCouncil/Pages/Honor-Code.aspx>

The Santa Monica College's Code of Academic Conduct and Reporting Policy defines academic dishonesty as the act of or assistance in deceiving, including fraud or deception, in any academic exercise. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.

1. Using testing aids such as calculators, tape recorders, or notes on any examinations, unless otherwise specified by the instructor.
2. Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips, or attendance.
3. Falsifying or attempting to falsify attendance records and/or grade rosters.
4. Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies.
5. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
6. Copying or allowing another student to copy from one's paper (disk) or answer sheet during an examination. (This includes looking at someone else computer while taking an exam or doing the homework assignment.)

7. Giving and/or taking information during an examination by any means including sign language, hand signals, secret codes, or electronic transmission (like email).

In addition, it is considered cheating by:

- Giving a copy of your homework assignment to a classmate for the purpose of enhancing your classmate's grade. (Both students will be given zero and may be subject to disciplinary action)
- Taking exams and quizzes for someone else or with someone else.
- Sending emails to any other individuals asking for questions about the taking the exams, homework assignment, etc.

### Cheating Violations

Violations could result in failing grades, suspension from class, reports to the Campus Disciplinary, and subsequent academic disciplinary action. I enforce a ZERO-TOLERANCE policy on cheating in online and on ground classes. If I determine that you have relied too heavily on each other in preparing homework or any other project, you will be assigned a zero. If you copy another person's work or let another person copy your work, you are cheating. Regardless of the circumstances, both students involved will be considered at fault. All work you submit must be your own individual work. There is no excuse whatsoever for not doing your own work.

## Dates & Deadlines Spring 2017

### Sixteen Week Session (Full Semester)

SPRING SEMESTER BEGINS	Mon, Feb 13, 2017
PRESIDENTS' DAY - CAMPUS CLOSED	Mon, Feb 20, 2017
Deadline to withdraw and receive REFUND (16 week session)	Sun, Feb 26, 2017
Deadline to withdraw and AVOID "W"	Sun, Feb 26, 2017
Departmental Staff Development Day (NO CLASSES) CAMPUS OPEN	Fri, Mar 3, 2017
Institutional Flex Day (NO CLASSES) CAMPUS OPEN	Thu, Mar 16, 2017
Deadline to apply for Pass/No Pass	Mon, Mar 20, 2017
SPRING BREAK (NO CLASSES)	Apr 10 - Apr 16, 2017
Last day to petition to Graduate (for Spring Semester)	Mon, Apr 17, 2017
Deadline to withdraw and receive GUARANTEED "W" (via Corsair Connect)	Sun, May 14, 2017
Memorial Day Holiday (CAMPUS CLOSED)	Mon, May 29, 2017
Spring Semester Final Exams	Tue, Jun 6 - Tue, Jun 13, 2017