

# CIS 4: Introduction to Computers, Business Applications

3 units, transfer UC, CSU



Santa Monica College  
Spring Semester 2017

Section 1414 – TTh 9:30 a.m. to 10:50 a.m.  
Section 1419 – TTh 12:45 p.m. to 2:05 p.m.

## Class Syllabus

(as of 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>	www.myitlab.com
<b>Office:</b>	B220-E
<b>Office Hours:</b>	Thursday 2:15 p.m. - 3:15 p.m. and by appointment

### Course Description

This course covers the broad use of microcomputers in business. Designed to familiarize students with the Microsoft Office Suite, it includes the study of word processing using Word, spreadsheet using Excel, database using Access, and presentation software using PowerPoint as well as Windows, Internet Explorer, and integration concepts. Hands-on experience in a microcomputer lab is included.

### Recommended Prerequisites

None, but it is recommended that students take CIS 1 prior to CIS 4. Ability to keyboard 25 WPM is also recommended.

### Supplies

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

## Hours Required

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

## Required Textbooks

The following textbook bundle is **MANDATORY** for the course. It includes a student access code that is **MANDATORY** for class, so every student **MUST** buy their own **NEW** bundle with access code. 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's website at <http://www.mypearsonstore.com/stores/CIS4>. Please email instructor for login information if you opt to purchase directly from the publisher's site.

Do **NOT** buy the book used or from any other source than the three listed above because you will still need the access code. If you buy the book used, you must still buy the access code separately for \$90. If you do not have the book and try to purchase an eText with code you will pay \$105. Please plan in advance to have the textbook bundle when this course starts.

**Textbook Bundle ISBN: 9781323632826**

This bundle contains the following:

1. *GO! with Microsoft Office 2016 Volume 1*
2. MyITLab access code
3. Custom Project Management book



## Technical Requirements and Required Operating System Software

Students taking this class can use the computers in the CSIS department's computer lab (B231). Currently the lab is open Monday – Saturday. If you decide to complete your assignments **off-campus** you **must have**:

- a computer running the *Windows* operating system on a PC (Windows 7, 8 or 10) **No MACs, no exceptions**. The MAC Office software is NOT the same and cannot be used for this course.
- an Internet connection (Broadband (cable/DSL) or greater is recommended.)
- a Web browser Google Chrome or Firefox (DO NOT use Internet Explorer)

## Required Software

The computers in B231 have all of the necessary programs installed if you plan to complete your assignments in the computer lab at school.

If you plan to work from home you will need **Microsoft Office 2016 Professional**: (contains: Excel 2016, PowerPoint 2016, Access 2016, and Word 2016) American version ONLY - No other software is acceptable. **You will not be excused from any part of an assignment or exam because you are using the wrong version of Office or for example, the European or Chinese version of Office.**

Students using Office 2013 can complete the assignments, but the textbook is written specifically for Office 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>.

Note: the CSIS department has a special license agreement with Microsoft which allows students taking our courses to install Access 2016 on their personal computers at no cost. If you need Access 2016 because your Office package does not include it, please email me at [jerry\\_gina@smc.edu](mailto:jerry_gina@smc.edu) for more information. This is only for Access 2016. The other Office applications such as Word, Excel and PowerPoint are not free.

## MyITLab Website

You will have access to myitlab.com (Pearson's learning management system). This will allow you to complete training, watch videos, submit homework and take quizzes and exams online. Your textbook comes packaged with an activation code for MyITLab. The first time you login you will be required to setup your MyITLab account. Technical assistance is available 24 hours a day/7days a week at <http://www.myitlab.com>.

## Classroom Policies

- Cell phones and other electronic devices should be set to silent mode and not used during class.
- No food or drink is allowed in computer rooms. Please get rid of all drinks, food, candy, and gum before entering the classroom. The only exception is water bottles as long as they remain closed when not in active use, and are kept away from all equipment.
- In this course, "on time" attendance means arriving within the first 5 minutes of class, according to the clock in the room. "Present" means staying in class for the entire period; if you leave early, it will be counted as an "absence."
- A portion of your grade will be based on class participation. You must bring your textbook and USB to each class session, and participate by completing in-class assignments guided by your instructor.

## 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
671-745	A	90%-100%
596-670	B	80%-89%
522-595	C	70%-79%
447-521	D	60%-69%
Below 447	F	59% and under

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

ITEM	POINTS PER ITEM	TOTAL POINTS	APPROX. PERCENT
Read & Do Assign (Chapter Work)	13 assignments @ 10 each	130	18%
Quizzes	12 quizzes @ 5 each 3 quizzes @ 10 each 1 quiz @ 20	110	15%
Homework	12 projects @ 10 each	120	16%
Capstone Projects	4 projects @ 15 each	60	8%
Skill-Based Training	6 trainings @ 10 each	60	8%
Skill-Based Exams	5 exams @ 25 each	125	17%
Integrated Project	1 project @25	25	3%
Final Exam	1 exam @ 75	75	10%
Class Participation		40	5%
<b>TOTAL POINTS</b>		<b>745</b>	

## Course Requirements

- Attendance at all class sessions is mandatory. Most instructional activities are difficult to repeat outside the classroom.
- Students are responsible for material covered in any lectures missed, including changes in schedule, so be sure to get notes from a classmate, or see the instructor.
- All textbook sections should be read prior to the date they will be discussed.
- All assignments and tests must be completed on the dates assigned.
- Make-up tests will not be allowed except in extreme circumstances. If you have a valid reason for your absence on a test day, you should notify your instructor on or before the day of the test. Be prepared to show proof for your reason.
- 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".

## 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).

## Certificate Information

CIS 4 is one of the required courses in the *Computer Business Applications and Word Processing* certificates. For more information on these certificates, please visit our department Web site at: <http://www.smc.edu/csis>.

## Course Objectives

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

- Have a basic knowledge of Windows features; executing tasks, switching tasks, manipulating windows and icons.
- Learn how to be more productive by utilizing Windows file management strategies to organize files and folders.
- Use a variety of formatting techniques in Word to create professional looking business letters, reports and desktop publishing documents. Implementing features such as Quick Styles, headers and footers, cover pages, tabs, footnotes and endnotes, tables, and SmartArt graphics.
- Utilize additional Word features such as columns, WordArt, inserting and editing graphics and performing a mail merge.
- Create visually appealing and informative workbooks in Excel by applying built-in styles and themes as well as employing formatting techniques such as page breaks, headers and footers, backgrounds, and borders.
- Work with Excel functions and formulas to perform computations such as logical and financial calculations, while using features such as Auto Fill, and relative and absolute cell references.
- Create and format charts such as pie, column and line charts in Excel.
- Learn how data is organized in a database and the functions of a relational database management system.
- Implement guidelines for designing and creating databases and defining table relationships. As well as creating forms, queries and reports in Access.
- Learn how to plan and create a PowerPoint presentation that includes elements such as clip-art images, SmartArt diagrams, tables, shapes, and textboxes.
- Employ the use of templates, themes, slide layouts and master slides to format a presentation in PowerPoint. Create and print speaker notes and handouts.
- Develop skills to integrate several Office applications to complete tasks and projects. Features include embedding or linking Excel charts into a Word document, importing an Excel list into an Access database, & exporting an Access query to a Word document.
- Identify the basic concepts of project management.

## Student Learning Outcomes

- Students use office software applications to analyze different types of business information, thus improving their professional decisions.
- Utilizing various software applications to create documents, spreadsheets, databases, and slide presentations, students enhance their ability to present professional ideas.

## 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 Disciplinarian, 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

<b>Sixteen Week Session (Full Semester)</b>	
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