

INTRODUCTION TO INFORMATION TECHNOLOGY

CIS 101-72

Wednesday 6:00 PM – 8:00 PM

Spring 2009

Instructor: Christine Adams

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OVERVIEW

This course is designed to make the student computer literate. Systems concepts are introduced with an emphasis on software utilization. This course is divided into two sections: a lecture section and a lab section. Each of these sections is described below. I will post details of your weekly assignments and due dates inside the Assignments area of our course Web site or see attachments.

COURSE GOALS:

- To familiarize the student with current computer terminology
- To develop a basic understanding of computer hardware and software
- To become familiar with multiple software packages

COURSE OBJECTIVES

- Students will receive "hands on" computer experience with word processing, electronic spreadsheet, and presentation software.
- Students will create, save, modify, and print documents created in Microsoft Word and Excel.
- Students will be expected to create and present a project using Microsoft Office applications.

TEXTBOOKS (Required)

LECTURE: Shelly/Cashman's *Discovering Computers 2008: Introductory edition*, Course Technology, ISBN: 1-4239-1204-0.

LAB: Microsoft Office 2007, Windows Vista Edition, ISBN: 1-4239-0559-8

MATERIALS: *Suggesting* a memory stick for file management, not required

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LECTURE SECTION DESCRIPTION

This portion of the course is designed to make the student computer literate. Systems concepts are introduced with an emphasis on software utilization. Students will be tested on the material in the Lecture book (*Discovering Computers 2008*).

QUIZZES

Each Chapter that we cover during class in the lecture material has a quiz that accompanies it. We will not cover this material in class. You will be responsible for taking these quizzes on your own time. They are 20 random multiple choice questions, open book, and you can take them as many times as you wish. The highest score will be used even if you do worse on subsequent tries.

TESTS

Lecture tests for this class will also be given on-line. Also open book, but only one attempt is allowed.

There are no due dates for these quizzes and tests, but it will be easier if you try to keep up through the semester and not wait until the end.

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LAB SECTION DESCRIPTION

This portion of the course is designed to make the student computer literate. Systems concepts are introduced with an emphasis on software utilization. Students use microcomputers to learn word processing (*Word 2003*), *presentation software (PowerPoint 2003)* and electronic spreadsheets (*Excel 2003*). Students will complete assignments, projects, quizzes, and tests based on the material in the Lab book (*CIS 101 JCC*).

LAB IN CLASS EXERCISES

Each class exercise is due at the end of the class period in which the material was covered. If you miss a class, you need to complete the class exercise on your own.

LAB UNIT ASSIGNMENTS

Each week you will receive an assignment for lab portion of this course (or see attached lecture and lab schedules). I will post these assignments on our course Web site. Assignments should be completed using techniques covered to date.

Late assignments will be accepted until we have a test on that material without a penalty. Any work handed in after we have tested that material will not be accepted.

TESTS

The Word and Excel components will have an open book test the week after we complete the 4 units for that topic

POWERPOINT PRESENTATION

You will create a PowerPoint presentation that you will present to the class on the last day It should have a minimum of ten slides, using the information that you have researched. Topic is your choice. Some ideas would be: a hobby or interest you have, a topic you have researched or written a paper about in another class, a business or job that you currently have or would like to start, your career's major, research on person found in the "Technology Trailblazers" at the end of a chapter in the *Discovering Computers* textbook, something related to the computer industry, etc. - everything you should include is listed on the last page of this syllabus

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GRADING PROCEDURE

Lecture:

3 chapter tests

5% each=15% of grade

11 Quizzes

2.54% each=28% of grade

43% of grade

Lab:

12 unit projects

2.5% each=30% of grade

2 tests (Word and Excel)

5% each = 10% of grade

1 PowerPoint presentation

5% of grade

12 in-class exercises @ 10 each

1% each = 12% of grade

57% of grade

GRADING SCALE

Percentage	Grade
94-100	4.0
88-93	3.5
82-87	3.0
76-81	2.5
70-75	2.0
64-69	1.5
58-63	1.0
52-57	0.5
Below 52	0.0

PARTICIPATION and ATTENDANCE POLICY

Your participation and attendance are expected in each class session, but are not part of your grade. Your success will depend greatly on the time spent completing assignments and projects as well as practicing on the computer. Attendance will be taken during each class and reported periodically to the Registrar's Office. Definitions include: "H"—the student is not doing acceptable work and needs "help" to be successful, "Q"—the student has not participated/attended and the instructor believes they have unofficially withdrawn, and "V"—the instructor "verifies" that the student is participating/attending and doing acceptable work. **It is ultimately the responsibility of the student to withdraw from the course.** You should also contact your instructor when considering a withdrawal.

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Associate Degree Outcomes: The Jackson Community College Board of Trustees has developed a list of essential skills which all of its associate degree graduates will enhance during their college experience. The Board has said:

JCC's goal is to prepare students to live productive and meaningful lives. Implicit in this goal are efforts to prepare students to: (a) live and work in the twenty-first century, (b) be employed in situations which will require retraining several times during a productive life, and (c) function in a rapidly changing informational society (EDU1, ADO1A, ADO1B ADO4, ADO7).

The highest priority skills include, among others:

- 1) The ability to communicate clearly, concisely, and intelligibly, using oral skills
- 2) Use critical thinking and problem solving skills
- 3) Use computers and other technologies appropriate to the program of study

DROP-IN COMPUTER LAB

Please contact the center office for their open lab hours.

EXTRA HELP

Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123 on main campus. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

STUDENT RESPONSIBILITIES

The student is responsible for the material covered in a missed class. Notify your instructor in advance if you are going to miss an exam and make arrangements to take that exam another time. Details on tests will be posted as the course progresses.

Academic Honesty

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. Please refer to the **Student Handbook** for **Student Rights and Responsibilities**.

COLLABORATION

While JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

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CONSEQUENCES

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including lowering the final grade by .5 and assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors will document instances of academic dishonesty in writing to the Dean of Instruction. Anyone caught cheating on an assignment or exam will receive a zero for that project. If caught cheating more than once, the student will receive a zero for the class.

STUDENT APPEAL PROCESS

In the event of a dispute, both students and faculty should follow the Conflict Resolution Policy. This policy is represented in Student Rights and Responsibilities (student handbook) and the Master Agreement.

WITHDRAWALS

Withdrawals from the class must be made **prior to the date posted** in the current schedule of class' book. Students who stop attending class without completing a withdrawal form will receive a grade of **0.0**. **It is the responsibility of the student to withdraw from the course to avoid receiving a 0.0 grade.**

To change from credit to audit or audit to credit, the request must be completed before the end of the ADD/DROP period for the class.

INCOMPLETES

Incomplete grades will generally not be given. Surgery, etc. is really the only reason for an Incomplete course grade. Also, 75% of the coursework must be completed.

SCHOOL CLOSING POLICY

If Jackson Community College is to be closed due to weather conditions, local radio stations will be notified. If you do not hear an announcement that the college is closed, the campus will be open for classes as scheduled. It is the personal responsibility of students to evaluate their own conditions and decide whether it is safe for him/her to travel to and from the campus.

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Lab Schedule			
Week	Date	In Class Assignment	Project Assignment
1	5/18	Class Overview	
	5/25	No Class – Memorial Day	
2	6/1	Word Unit A Word Unit B	Skills Review numbers 1-5 only (pages 19-20) Challenge #1 (page 45) skip step h step i - instead of typing exd, type Executive Director
3	6/8	Word Unit C	Ind. Challenge #1 (page 72)
4	6/15	Word Unit D	Ind. Challenge #2 (page 101)
5	6/22	Word Test – open book, open notes	
6	6/29	PowerPoint Unit A and PowerPoint Unit B	Ind. Challenge #1 (page 21) Ind. Challenge #2 (page 46)
7	7/6	PowerPoint Unit C	Ind. Challenge #2 (page 70)
8	7/13	PowerPoint Unit D	Ind. Challenge #1 (page 93)
9	7/20	Excel Unit A and Excel Unit B	Ind. Challenge #2 (page 21) Ind. Challenge #1 (page 46)
10	7/27	Excel Unit C	Ind. Challenge #1 (page 73)
11	8/3	Excel Unit D	Ind. Challenge #1 (pages 99-100)
12	8/10	Excel Test – open book, open notes AND PowerPoint Presentations	

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PowerPoint Presentation

50 Possible Points

(5% of total grade – extra credit can be earned on this assignment)

Create a PowerPoint presentation, with a minimum of ten slides, using the information that you have researched. Topic is your choice. Some ideas would be a hobby or interest you have, a topic you have researched or written a paper about in another class, a business or job that you currently have or would like to start, your career's major, research on person found in the "Technology Trailblazers" at the end of a chapter in the Discovering Computers textbook, something related to the computer industry, etc. Please let me know ASAP if you are having trouble coming up with an idea. Include images and transitions in your presentation. Also, include a chart or table. This will be shown during your final laboratory class. The student will present the presentation orally. Presentations should be between 5 and 8 minutes.

Topic appropriate for presentation?	(2 points)
Minimum of 10 slides?	(10 points)
Well organized?	(5 points)
Chart <u>or</u> Table on one slide?	(5 points)
Graphics on a majority of slides?	(5 points)
Transitions (not timings) on all slides?	(5 points)
Animations on all slides?	(5 points)
Presented to the class?	(5 points)
Use of Bulleted lists?	(3 points)
Appropriate amount of information per slide?	(3 points)
Error-free text?	(2 points)