

Introduction to Computers

CIS-105 12C 0

Spring Term 2020-2021 School Year Section 12C 0 3.00 Credits 01/11/2021 to 05/07/2021

Modified 12/30/2020

Course Description

Includes essential computer hardware and software concepts as well as an introduction to the Internet (basic navigation and searching), and the web mail program used at Southeast Tech. Students will gain a proficiency in working in a wireless local area network environment and with the Microsoft Windows Operating System. File management skills will be reinforced as students create documents, spreadsheets, presentations and databases using the applications included in the Office suite. The class will utilize a hands-on, project-oriented approach that allows students to learn by example. Students will complete a variety of projects focused toward the objectives of their given program of study.

Outcomes

General Education Program Outcomes

- Use technology to access, organize, communicate, and evaluate information.
- Design an approach to answer questions or achieve a desired goal.
- Evaluate issues, ideas, artifacts, or events before forming a conclusion.
- Implement effective collaboration techniques to produce effective results within a team.
- Demonstrate ethical behavior that exhibits value for a community.
- Communicate for understanding through listening, speaking, and writing.

Introductory Computer Skills

As a student in this course, you will learn the most important topics of Microsoft Office 2019. This includes essential computing concepts and the Windows 10 operating system, printing, file management, performing internet research, using PowerPoint to create and present presentations, creating and maintain an Access database, creating and modifying spreadsheets in Excel, and creating documents in Word.

Windows File Management Skills

Students will demonstrate how to create, rename, and delete folders and files. Students will learn organized file management techniques.

Microsoft Word

Students will demonstrate introductory Microsoft Word principles while creating flyers and business letters.

Microsoft Excel

Students will demonstrate basic spreadsheet skills including text and number formatting, custom formulas, built-in functions, working with large spreadsheets, absolute and relative cell referencing, charting, and goal seeking skills.

Microsoft PowerPoint

Students will demonstrate basic PowerPoint skills such as slide show creation and editing, transitions and animations, professional presentation techniques, and audio and video formatting.

Microsoft Access

Students will demonstrate basic database creation including tables, forms, queries, reports, and database maintenance functions.

Course Assessments

Module projects and quizzes will be used to assess student performance on a daily basis. Career Plan Projects, Capstone Projects and/or Performance Exams will be conducted throughout the semester.

Online student assessments will be conducted through a proctored environment.

Additional Outcomes

Course Materials

Shelly Cashman Series Microsoft Office 365 & office 2019 Intro-LI+Mindtap 1Tm

Author: Freund

Publisher: Cengage

Edition: 1

ISBN: 9780357260036

Availability: Campus Bookstore

Price: 164.95

This text is available with the Cengage product called MindTap which interfaces with a product called **SAM** Skills Assessment Manager. It contains projects that map directly to the learning objectives covered in each chapter. MindTap's active, hands-on training and skill-based assessments help you master Microsoft Office skills. MindTap projects let you apply skills in real-world scenarios using the actual Microsoft Office applications. Immediate feedback and comprehensive study guides give you the practice and support you need to succeed.

Please be careful when purchasing this book. It is most cost-effective to purchase the book **bundled with Cengage MindTap**. The Southeast Tech bookstore carries this book bundle. If you purchase a used book, MindTap is significantly more expensive if purchased separately. We will be using MindTap regularly in this class. It is an integral component to the class and must be purchased to be successful in this class. MindTap includes SAM a Skills Assessment Management program that contains a variety of tools to help students be successful in this class. Through MindTap, you will be able to do individual training, complete assignments, as well as take quizzes and tests. MindTap will assess your skill as you complete the tasks. You will receive immediate feedback from MindTap. You **MUST** purchase and access MindTap to be successful in this class.

If you are enrolled in other classes that require a Cengage MindTap product, you may be interested in purchasing a Cengage Unlimited subscription directly from the publisher.

Cengage Unlimited \$119 Note: Out of Pocket Cost Only – Not supported by Financial Aid – **Not Supported by the Bookstore**: Includes eBook and access to all other course material including other classes that use Cengage products, not just this class. Hardcopy rental available for \$7.99 (free shipping).

Microsoft Windows 10; Microsoft Office 2019

All Southeast Tech students qualify for a free copy of Microsoft Windows and/or Microsoft Office 2019.

All Southeast Tech students also have access to Southeast Tech's VMWare connection that houses the appropriate software for the class. Mac students will need to access VMWare to complete the assignments for this class.

Availability: Southeast Tech IT Support Center

Deliverables

Career Plan Projects or Capstone Projects

A Capstone or Career Plan Project will be assigned following each major application: Word, Excel, Access, PowerPoint. Performance Exams may also be assigned following each major application.

Cumulative Final Exam

A Cumulative Final Exam will be required for all students with 80% or below at the end of the semester.

Evaluation Procedures and Grading

✓ Evaluation Procedures and Grading

Criteria

Exam and Capstone Projects - 60% of Final Grade

Exams will be given after each major section of material. Exams may consist of objective online (multiple choice, true/false), task-based, or performance tests. A Career Plan Project or Capstone Project will be assigned throughout the class as a means for the student to demonstrate the ability to apply knowledge and skills learned. These projects will be used to reinforce learning within each module.

Makeup Chapter Exams

Classroom students are expected to take tests during the time they are given in class. In the event that a student must be absent on test day, one test makeup per semester is allowed.

It is the student's responsibility to request a make-up test from the instructor when they are unable to take the test on the day the test is scheduled. It is expected that make-up test requests will be received prior to the scheduled test day. In the event that the student misses a test due to a reason that does not permit such an arrangement, the student must complete the make-up test within 2 weeks of returning from the absence. Missing a scheduled make-up test will result in a zero score for that test.

Comprehensive Final

A comprehensive final exam will be given on the last day of the semester for those students with an overall grade below 80%.

Assignments and Quizzes

Weighted 40% of Total Grade

Daily work will be given to help students learn basic applications and processes.

Quizzes are given to assess student learning and prepare for exams. Quizzes may be announced or unannounced. Quizzes may not be made up if missed. Quizzes may consist of task based or objective questions.

There will be no additional assignments available for bonus points or extra credit.

Anything required to be turned in must be turned in on time or points may be deducted for each day late. Your instructor will announce the acceptable means of assignment delivery (eg.: STInet, e-mail, hard copy, OneDrive, etc.). Student name, and assignment number/identification must be included. When possible, include this in the header or footer. Work may not be accepted when this identification

is hand-written or missing. The instructor will give various directions on how to include this information as skills are learned in each application. Expect frequent, brief quizzes to test your knowledge as we progress.

Breakdown

Grading Scale

100%	= A+	88-89%	= B+	78-79%	= C+	68-69%	= D+	0-59%	= F
92-99%	= A	82-87%	= B	72-77%	= C	62-67%	= D		
90-91%	= A-	80-81%	= B-	70-71%	= C-	60-61%	= D-		

Your final grade will be weighted as follows:

The average of all tests and career plan or capstone projects = 60% of the final grade

The average of all graded daily work lab assignments and quizzes = 40% of the final grade.

[Edit Course Expectation item](#)

Additional Items

Course Outline

When	Topic	Notes
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When	Topic	Notes
CIS 105 General Itinerary		CIS 105 General Itinerary