

# COURSE SYLLABUS

## *CIS-7 COMPUTER CONCEPTS*

### GENERAL INFORMATION

Instructor: Thomas Robb

Phone: 559-633-0365

Office Hours and Location:

Tuesdays from 6:00 pm – 7:00pm (pre-arranged) West Hills College Lemoore, Room 278

Email: [thomasrobb@whccd.edu](mailto:thomasrobb@whccd.edu) (do not send emails from your personal email account)

### COURSE INFORMATION

Computer Information Systems 7 is a survey course appropriate for the general student interested in the elements of computers and their social implications. The course introduces the use of an operating system, a word processor, a spreadsheet, a database program, and the use of the Internet for research purposes.(AA, CSU)

### COURSE TITLE, NUMBER, SEMESTER

Computer Concepts, CIS-7 Fall 2013

### PREREQUISITES

None, but we strongly advise Math 101 or ENG 101B or equivalent.

### COURSE MATERIALS

Textbook:

Rutkosky. (2011). Benchmark: MS Office 2010. EMC Paradigm. ISBN: 9780763838119



## SOFTWARE REQUIREMENTS

- Microsoft Windows 7
- Microsoft Word 2010,
- Microsoft Excel 2010,
- Microsoft Access 2010,
- Microsoft PowerPoint 2010,
- Internet Explorer 8.0 or higher (labs have v 9)

Due to the nature of the software that will be utilized and the WHCCD network infrastructure, students using Macintosh computers will not be able to complete assignments in the same manner as outlined in the course textbook, class lectures, or within provided tutorials. We, therefore, recommend that you run the requirements listed above.

## HARDWARE REQUIREMENTS (WHEN USING YOUR HOME COMPUTER)

The course will be designed for the student to complete section work on a computer running a standard installation of Microsoft Office 2010, Office Professional edition, and the Microsoft Windows 7 operating system. To effectively run this suite and operating system, your computer should be outfitted with the following:

- 1 gigahertz (GHz) processor or higher; 1 gigabyte (GB) of RAM
- DVD drive
- 15 GB of available hard-disk space
- Computer mouse or compatible pointing device
- Office 2010 will also operate on computers running the Windows XP Service Pack 3 or the Windows Vista operating system.

## ACADEMIC HONESTY POLICY

You are to complete your own work in this class. Assistance other than approved tutoring is strictly prohibited. Any violation of the Academic Honesty Policy will result in a ZERO score for the assignment and possible failing grade for the class. You will be reported to the Vice President of Student Services for a hearing to determine final disciplinary action. I highly discourage sharing any materials (textbook/computer) to complete assignments in this course. Sharing materials increases the chances of violating the academic honesty policy.

### WHCCD BOARD POLICY 5505

Please read the policy at the following link:

[HTTP://WWW.WESTHILLCOLLEGE.COM/DISTRICT/ABOUT/BOARD\\_TRUSTEES/POLICIES/DOCUMENTS/BP5505ACADEMIC\\_HONESTY.PDF](http://www.westhillcollege.com/district/about/board_trustees/policies/documents/bp5505academic_honesty.pdf)



## STUDENT LEARNING OUTCOMES

- Students will demonstrate an understanding of four primary applications in the Microsoft Office Suite, (Word, Excel, PowerPoint, and Access).
- Students will be able to demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents. (For example cutting and pasting information from the Internet into a Word, Excel, PowerPoint or Access document)
- Students will be able to compare and contrast the Microsoft Ribbons used in the Microsoft Office suite.
- Students will be able to explain the importance of virus detection software. The importance of its use and updating of virus signatures.

## COURSE OBJECTIVES

Upon completion of this course:

### AS A RESULT OF CLASS LECTURES:

- Describe the trends in the evolution of technology past, present, and future.
- Identify the major components of a computer system.
- Identify and categorize the various types of computer software.
- Recognize and utilize the terms used in the communications technologies.
- Distinguish the ethical and social issues confronting computer users in both personal and business arenas.

### AS A RESULT OF THE LAB:

As a result of the course, students will be able to:

#### *OPERATING SYSTEM: WINDOWS*

- Identify the basic components of Windows window.
- Recognize the basic elements of the Windows environment to open, close, maximize, minimize, and restore a window.
- Identify the basic elements of the Windows toolbar.
- Describe how to use Help.
- Explain the steps involved in working with files/folders.
- Internet
- Explain the use on one of today's modern browsers.
- Identify and utilize proper Internet search techniques (basic and advanced).
- Explain the process of cutting and pasting information for the Internet into an application software package.



### *WORD PROCESSOR: MS WORD*

- Identify the process of creating a document.
- Demonstrate the steps in editing and formatting a document.
- Explain the process of creating a multi-page report.
- Describe the process of printing a document.
- Identify the steps in saving a document.
- Utilize basic document formatting techniques such as bold, underline, center, text alignment, line spacing, tabs, margins, and fonts.

### *SPREAD SHEETS: MS EXCEL*

- Identify and apply methodologies to everyday business and financial situations
- Create spreadsheet formulas using addition, subtraction, division, and multiplication in a variety of common business and financial applications.
- Translate business and financial data into graphs accurately depicting the data.
- Utilize basic spreadsheet techniques such as number formats, date formats, text alignment, borders, shading, text boxes, and graphics.

### *DATA BASES: MS ACCESS*

- Define the terms field, record, table, primary key, and foreign as they related to database structure.
- Identify the process of creating a database.
- Describe the process of opening, navigating, and printing a database table.
- Describe the process of querying an existing database.
- Explain the process of printing a database.

## GRADING POLICIES

Your grade in this class will be determined by a straight point system. Grades are not weighted. Current grades are always posted on the “Grades” tab within the myCourses system. My commitment to your educational goals as your instructor is to ensure timely grading of your assignments. Generally, assignments submitted for grading will be graded within one week of the due date. Final Grades are based on in class participation, online discussions, Knowledge Checks, Skills Reviews/Assessments, Quizzes, Production Exams, Final Exams, and weekly blog.

## GRADE SCALE

See Assignment Schedule document for points possible on each individual assignment.

If you add the points you earn and divide that by the points possible, multiply by 100, then you will determine your percentage. Once you determine the earned percentage, then you will see the



corresponding letter grade on the table below. I have not listed points possible as I may throw certain assignments out or drop the lowest quiz grade at my discretion.

Percent Range	Transcript Letter Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Less than a 60%	F

## GRADING SCALE

The grading scale is subject to change depending upon how learners progress in the course. The total planned points possible for this course are listed on the assignment schedule posted inside of myCourses.

## CLASSROOM PARTICIPATION AND ATTENDANCE

### PARTICIPATION IS:

1. Coming to class for each session. Attendance affects overall learning and ability to complete assignments.
2. Completing quizzes.
3. Completing exams.
4. Actively engaged in classroom, group, and other forms of instruction!
5. Logging in and completing online discussions on myCourses.

### PARTICIPATION IS NOT:

1. Completing select assignments
2. Coming to class once in a while
3. Coming to class and sitting passively!

## MY CORE BELIEFS IN EDUCATION....

- Learning is an active, not a passive process.
- Talking, asking questions,



- Engaging in dialogue is highly viewed as a key way to allow you to construct your own knowledge and be successful!

## MAKEUP WORK

This course is web enhanced, which means that all assignments will be submitted to the instructor through the myCourses system by the due dates located in the assignment schedule and on the myCourses calendar. Late assignments will generally not be accepted except in cases of verified excuses. The instructor, at his discretion, may choose to amend this policy in certain cases to accommodate extenuating circumstances.

## DROPPING THE COURSE

After one week of absence and no communication with the instructor, you may be dropped from the course. It is the student's responsibility to drop classes in a timely manner for a tuition refund, by the published withdrawal deadlines. If the student misses a class after the withdrawal deadline and the absence violates the attendance policy, the student will receive a failing grade for the class. This date is listed as April 19th on the course calendar published on the West Hills College Website. Failure to drop by this date will result in assignment of a permanent letter grade which will reflect on your transcript!

## STUDENTS WITH DISABILITIES/ACCOMMODATIONS

Due to my professional background, I am highly knowledgeable and sensitive to students with disabilities. If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic Text, etc.) per the Americans with Disabilities Act please contact your instructor as soon as possible.

## COMMUNICATION

Course information is disseminated both in class, through myCourses, and via West Hills College Email. You are responsible for checking the myCourses (Edvance360) system AND your West Hills College email on a regular basis. Students should plan to communicate with the instructor and with other classmates regularly throughout the course. Students should contact the instructor directly by e-mail or telephone.

## CONTACTING THE INSTRUCTOR

Students should use their West Hills College e-mail accounts when sending e-mail messages or assignments to the instructor. The best method of contact is via your West Hills College e-mail



account, or you may telephone between the hours of 8am and 5pm (Monday - Friday). I will also be available during my office hours (see heading for times). Except during the first week of class, E-mail from personal email accounts i.e. Outlook/Live/Hotmail/Yahoo/Google will be ignored. You must use your West Hills College student e-mail account to communicate via e-mail.

