

CIS 103-0C1& 0C2 COMPUTER SOFTWARE AND CONCEPTS COURSE SYLLABUS SPRING 2012

PROFESSOR: **Elaine MacAlister**

OFFICE: rm. 3610 DPC E-MAIL: elaine@oakton.edu

OFFICE PHONE: (847) 635-2603

OFFICE HOURS: TBA

DIVISION OF MATH AND TECHNOLOGY – ROOM: 2180 DPC PHONE: (847)635-1688

Course Course

<u>Prefix</u>	<u>Number</u>	<u>Name</u>	<u>Credit</u>	<u>Lecture</u>	<u>Lab</u>
I. CIS	103	Computer Software & Concepts	4	3	3

II. COURSE PREREQUISITE: Recommend high school algebra, MAT 052, or equivalent skills

III. COURSE DESCRIPTION:

Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spreadsheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (web browsers, email, and website development) software. Intended for students seeking careers as Information Technology (IT) professionals or for those people needing exposure to various software applications..

V. LEARNING OBJECTIVES:

Students who successfully complete this course will have an understanding of the basic computer hardware components and hands-on experience using a variety of commonly used software. Students will be able to:

1. Identify the major hardware elements of a personal computer system and describe the purpose of each element including the CPU, input and output devices, and storage devices
2. Describe computer networking hardware and software
3. Determine the requirements for a computer system including hardware and software based on a company or individual's usage
4. Explain the role of and use the World Wide Web to browse and search
5. Use email as a form of communication
6. Identify various software and practices to safeguard the computer system
7. Explain the role of an operating system and perform basic operating system commands.
8. Explain the role of word processing and perform basic word processing features
9. Explain the role of spread sheeting software and perform basic spreadsheeting features
10. Explain the role of databases and perform basic database features
11. Explain the role of presentation graphics and develop a basic presentation using the software features
12. Explain the role of digital imaging and photo editing software and perform basic digital image manipulation features
13. Explain the role of diagramming software and develop a basic diagram using the software features
14. Explain the role of website development and develop a basic website using the software features
15. Understand integration of software applications

VI. ACADEMIC INTEGRITY and OTHER POLICIES:

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This Code prohibits:

- cheating,
- plagiarism (turning in work not written by you, or lacking proper citation),
- falsification and fabrication (lying or distorting the truth),
- helping others to cheat,
- unauthorized changes on official documents,
- pretending to be someone else or having someone else pretend to be you,
- making or accepting bribes, special favors, or threats, and
- Any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

Responsible use of Computers and Information Technology: Rules for computer use are posted in computer as well as available in writing in each of the labs. Lab assistants and tutors are available to assist you in the lab regarding software and hardware questions. If you have a question about an assignment, however, you should contact me, your instructor.

Users of the College's information technology facilities and resources, including hardware, software, networks, and computer accounts, are expected to use computer resources responsibly and appropriately, respecting the rights of other information technology users and all contractual and license agreements.

Under no circumstances is any of the software used at Oakton to be copied. Copying software is in violation of Federal law and College Policies. Suspected violations will be vigorously investigated and, if warranted, appropriate penalties applied. Specifically, you do not have the right (1) to make copies of software for yourself or others, (2) to receive and use unauthorized copies of software, or (3) copy all or parts of a program written by someone else.

VII. METHODS OF INSTRUCTION:

Hands-on lab assignments and EXAMS.

We will be using the textbook for lab tutorials and assignments. Read the assigned sections of the textbook. LOGIN to MyITLab <http://www.myitlab.com> for hands-on training in the Microsoft Office 2010 software.

Feel free to ask questions. The best way to contact me is via e-mail: [mailto: elaine@oakton.edu](mailto:elaine@oakton.edu)

Lab assignments will consist of hands-on tutorials and skill assessments. MyITLab will demonstrate on the computer how to work with the software and step you through the tutorial in the textbook. Exams will be given according to the course calendar provided. **EXAMS MUST BE TAKEN BEFORE THE DUE DATE AND TIME. ALL EXAMS must be completed** to be eligible for a passing grade in this course. **LATE EXAMS ARE NOT ACCEPTED.**

BOTH Assignments and Exams are to be completed by the student for successful completion of this course.

EXAMS will be HANDS-ON in MyITLab according to the course calendar provided.

ALL EXAMS ARE REQUIRED. EXAMS MUST BE TAKEN BY THE DUE DATE. You will not receive a passing grade in this course if you do not take ALL the required exams in MyITLab.

VIII. INSTRUCTIONAL MATERIALS:

Textbook: Skills for Success with MS Office 2010 Vol 1 by Townsend, Ferrett, Hain, & Vargas - Pearson – Prentice Hall Publishers (THIS TEXT INCLUDES AN ACCESS CODE for MyITLab – REQUIRED when purchased at the OAKTON COLLEGE BOOKSTORE)

<http://www.prenhall.com/skills/>

NOTE: If you do not purchase the textbook/MyITLab Access COMBO at the bookstore, the MyITLab ACCESS Code may be purchased online at <http://www.myitlab.com> for \$80 USD with a credit card. You may purchase the myITLab code **and e-book** for \$110 USD at the myitlab website.

VIII. METHODS OF EVALUATING STUDENTS:

The average of your test scores will constitute 40% of your final grade. Grades on lab assignments will count as 60% of your final grade.

Letter grades will be based on the following scale:

92 - 100 = A

82 - 91 = B

72 - 81 = C

62 - 71 = D

0 - 61 = F

IX. COURSE PRACTICES REQUIRED:

THE TEXTBOOK AND MYITLAB ACCESS CODE ARE REQUIRED TO COMPLETE THIS COURSE

1. **Complete ALL the assignments and ALL EXAMS.**

- All assignments and exams are to be done **individually**. There are tutors in the lab to assist you if you have questions on the lab assignments, or you may make an appointment with me. Please e-mail me if you want to set up an appointment.
- Lab work will be given a due date and are submitted through D2L or myITLab. **WORK TURNED IN AFTER THE DUE DATE WILL LOSE 10 POINTS PER DAY LATE.**
- Lab assignments will NOT be accepted more than 5 days late.
- A grade of 0 (F) will be given to lab assignments not turned in.
- **A missed Exam will result in a grade of 0 (F) for the course. NO EXCEPTIONS.**
- **YOU MAY NOT TAKE AN EXAM AFTER THE DUE DATE**

*** YOU MUST GET A MYITLAB ACCESS CODE TO TAKE THE HANDS-ON EXAMS.**

- * EXAMS WILL HAVE DUE DATES – DON'T MISS THEM! NO LATE EXAMS
- * All exams must be taken in order to receive a passing grade in this class.
- ** THE COURSE CLOSSES MAY 11, 2012 at 5:00 pm**

2. **Check the Course page regularly – at least once a week.**
 - * YOU are responsible to keep up with the class. Exam dates and lab work due dates will be posted on the class site.
 - * There are many parts to this class - contact me if you are having difficulty.
3. **Request special accommodations.**

If you have a disability requiring special assistance or accommodations, you must let me know your needs well in advance of when the accommodation will be required. In addition, documentation must be on file and arrangements for such services must be made with the ASSIST office.
4. **Do your own work.**

Since the evaluation of your work (labs assignments and exams) eventually results in a grade recorded on your official transcript, it is expected that you do your own work unless specified otherwise in class. It is acceptable to discuss assignment solutions with classmates. DO NOT COPY another person's work. Any work that is not your own is academic dishonesty (cheating) on your part and for the person who helped you. It violates the college's Code of Academic Conduct (see the syllabus section on Academic Integrity) and will be dealt with as such.

 - A missed exam will result in a grade of F for the course. All exams are required in this class.
 - * **All exams must be taken to qualify for a passing grade in the class**

X. OTHER COURSE INFORMATION:

COLLEGE POLICY ON THE OBSERVANCE OF RELIGIOUS HOLIDAYS

Oakton Community College recognizes the broad diversity of religious beliefs of its constituencies. The College has embraced a practice of shared responsibility in the event a religious observance interferes with class work or assignments. Students who inform instructors well in advance of an intended absence for a major religious observance will not be penalized. The instructor will make reasonable accommodations for students, which may include providing a makeup test, altering assignment dates, permitting a student to attend another section of the same course for a class period or similar remedies. Instructors are not responsible for teaching material again.

COLLEGE POLICY ON DISABILITIES

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office (635-1658) in the Learning Center (Room 2400 Des Plaines). All students are expected to fulfill essential requirements. The college will not waive any essential skill or requirement of a course or a degree program.

CAMPUS SECURITY

In response to Columbine and the NIU tragedies police agencies in Illinois have developed training for law enforcement and the public school systems. These Nationally accepted law enforcement response plans have been adopted by Oakton's Public Safety Department. Your actions will influence others therefore, Oakton is asking you as a student to:

- stay calm
- secure the immediate area; lock, block, & barricade
- call 911 and:
 - report your specific location
 - number of people at your location
 - injuries
 - assailants; location, number, race, gender, clothing, physical features, type of weapon
- There is a phone for emergency purposes placed in every classroom.

RESPONSIBLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY

Rules for computer use are posted in computer labs as well as available in writing in each of the labs. Lab assistants and tutors are available to assist you in the lab regarding software and hardware questions. If you have a question about an assignment, however, you should contact me.

Users of the College's information technology facilities and resources, including hardware, software, networks, and computer accounts, are expected to use computer resources responsibly and appropriately, respecting the rights of other information technology users and respecting all contractual and license agreements.

Under no circumstances is any of the software used at Oakton to be copied. Copying software is in violation of Federal law and College policies. Suspected violations will be vigorously investigated and, if warranted, appropriate penalties applied. Specifically, you do not have the right (1) to make copies of software for yourself or others, (2) to receive and use unauthorized copies of software, or (3) copy all or parts of a program written by someone else.

➤ **Important Dates:**

Jan. 30	Course begins
Feb. 20	President's Day Holiday – College Closed
March 12-18	Spring Recess – no classes, faculty are not available

May 11 Last Day of class COURSE CLOSSES AT 5PM

➤ **Computer Usage:**

You may use any of the computer labs at either the Des Plaines or Ray Hartstein (Skokie) campuses to do work .

You may use your own computer at home or work if you have the required software. (MS Word 2010, Excel 2010, Access 2010, PowerPoint 2010, MS VISIO 2010, and Adobe Photoshop)

Oakton Community College has partnered with the MSDN (Microsoft Developer Network) Academic Alliance to provide credit and non-credit students who are registered for CTIS (CIS, CAB, WWW) courses some of Microsoft's software that you may use to complete your studies. It may not be reproduced, redistributed, sold, rented, leased, or transferred to any third party including contractors, other students, other department's personnel, other companies, or consultants performing services. Any reproduction or redistribution of the software is prohibited by law, and may result in severe civil and criminal penalties. Currently this software includes MS Visual Studio.Net 2005, Windows XP Professional, Microsoft Office Access 2010, Windows Vista Business, Project Professional 2010, and Microsoft Visio Professional. This service does not provide installation support.

Schedule of Topics

CIS 103-ONLINE SPRING 2012

Week	TOPICS	
1	WELCOME Familiarize yourself with Oakton's online course delivery system – Desire2Learn Operating Systems- Windows 7.	Purchase the textbook and MYITLAB Course Access Code. Get ONLINE LOGIN TO http://www.myitlab.com and ENROLL in the course: (course code provided by instructor)
2	Windows 7 operating system File management Assignment 1 in D2L	Introduction to spreadsheets Excel 2010 Chapter 1 Creating workbooks Skills 1-10 TRAINING IN MYITLAB
3	Excel 2010 ASN 2 and Exam for Excel Ch. 1 in myITLAB	Excel 2010 Chapter 2 Creating Charts Skills 1-10 TRAINING IN MYITLAB
4	Excel 2010 charts ASN 3 and Exam for Excel Ch. 2 in myITLAB	Excel 2010 Chapter 3 Manage Multiple worksheets Skills 1-10 TRAINING IN MYITLAB
5	Excel 2010 Multiple worksheets ASN 4 in myITLAB	Computer concepts- safeguarding your computer and purchasing a computer Introduction to databases and Access 2010
6	Access 2010 Chapter 1 Work with databases and create tables Skills 1-10 TRAINING IN MYITLAB	Access 2010 - ASN 5 and Exam for Access Ch. 1 in myITLAB
7	Access 2010 Chapter 2 Manage datasheets and create queries Skills 1-10 TRAINING IN MYITLAB	Access 2010 ASN 6 and Exam for Access Ch. 2 in myITLAB
8	Word 2010 Chapter 1 Creating documents Skills 1-10 TRAINING IN MYITLAB	Word 2010 ASN 7 and Exam for Word Ch. 1 in myITLAB
9	Word 2010 Chapter 2 Format & organize text Skills 1-10 TRAINING IN MYITLAB	Word 2010 ASN 8 and Exam for Word Ch. 2 in myITLAB
10	PowerPoint Chapter 1 Skills 1-10 TRAINING IN MYITLAB	PowerPoint 2010 ASN 9 and Exam for PowerPoint Ch. 1 in myITLAB
11	Photoshop CS5 Content lesson in D2L	Adobe Photoshop CS5 ASN 10 in D2L
12	Finish up Photoshop	Adobe Photoshop CS5
13	Creating a Webpage Content in D2L	Webpage ASN 11 in D2L
14	Microsoft VISIO 2010 Content Lesson in D2L	Microsoft VISIO ASN 12 in D2L
15	Last class day MAY 11	Course Closes 5pm MAY11

. EXACT DUE DATES for exams and assignments will be given in myITLab and D2L.