

CIS 106
Introduction to Computers
Southeast Technical Institute
2320 Career Avenue
Sioux Falls, SD 57107

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TEXT: **Enhanced Ms Office 2013 Introductory + Sam 2013 Access Code (Book + Code)**; ISBN: 978-1-3057-1241-6 Course Technology, Cengage Learning Publishers This comes bundled with SAM which is also required for the course.
Please Note: You are required to have the book in class **EVERY DAY** unless specified otherwise by your instructor.

COURSE DESCRIPTION & METHODS OF INSTRUCTION

This course will include essential computer hardware and software concepts as well as an introduction to the Internet with Internet Explorer, Outlook E-mail, the STI Campus Management System (STInet), and Jing. Students will gain proficiency in working with a wireless local area network and the Microsoft Windows 8.1 Operating System. File management skills will be reinforced as students create documents, spreadsheets, presentations, notebooks and databases using the applications included in the Office 2013 suite. The class will utilize a hands-on, exercise-oriented approach that allows students to learn by example and reinforcement. Students will be engaged to complete or develop assignments and projects that require them to use their technical computer skills as productivity and communication tools. They will also search, collect and develop communications while making decisions on important information and its interpretation.

PREREQUISITES & SKILLS NEEDED

While there are no prerequisites for this class, it is assumed that students entering the class will have keyboarding and mouse skills. Students with little skill in keyboarding should expect to put in several additional lab hours per week to complete assignments on their laptops or in a STI desktop lab.

COURSE RESOURCES FOR HARDWARE & SOFTWARE

Assessment of computer compatibility and hardware or software issues and questions may be directed to the STI Help Desk at 605-367-4461. All of our courses require the use of a computer or laptop type device. For more information regarding the Virtual PC Technology we use see the following links.

- [Virtual PC Software Downloads](#)
- [User Guides](#)
- [On Campus Printer Driver](#)

NON-TRADITIONAL COURSE DELIVERY EXPECTATIONS ("Hybrid", "Online" or "Accelerated Learning")

- Students must meet hardware and software technical specifications or they can use the virtual desktop. With Virtual Desktop, students will still need High-Speed Internet connectivity.
- Student must participate in outside interactions in STInet (discussions, chats, journals, e-mail)
- Complete 4-6 hours of "outside lab time" per week.
- Test taking, lectures, demonstrations and guided learning will happen during the hours spent with the instructor and class for Hybrid classes.
- Test taking will be by proctor or as instructor determines in Online classes.
- Students must keep up with set deadlines and attend all face-to-face classes.
- Accelerated 8-9 week classes (Online and Hybrid) move at double-speed and are not designed for novice computer users. Students will complete twice the amount of work each week as compared to a traditional class.

ASSESSMENT OF STUDENT LEARNING

Exams and Projects

Weighted 60% of Total Grade

Exams will be given after each major section of material. Exams may consist of objective online (multiple choice, true/false) and production-based tests. A Career Project will be assigned throughout the class as a means for the student to demonstrate the ability to apply knowledge and skills learned.

Online students will have exams proctored. It is the student's responsibility to arrange for and pay any necessary fees to the proctor. Proctors must be approved by the instructor.

Makeup Tests

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 he/she is 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. Makeup tests are given **MOST** Fridays from 8 a.m. until 12 p.m. in **MC 109**. Please check the posted schedule. **Missing a scheduled make-up test will result in a zero score for that test.**

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. There will be at least five quizzes during the semester. Quizzes may be announced or unannounced. **Quizzes may not be made up if missed.** Quizzes may consist of document production or objective questions (multiple choice, true-false).

The lowest single quiz or assignment will be thrown out, as determined by your instructor.

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 will be deducted for each day late. Your instructor will announce the acceptable means of assignment delivery (eg.: STInet, e-mail, hard copy, flash drive, dropbox). 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. The instructor will give various directions on how to include this information as skills are learned in each application. Only a portion of the daily work may be assigned points (graded); however, all assignments and review assignments must be completed to prepare you for testing. Expect frequent, brief quizzes to test your knowledge as we progress. It is up to each instructor to provide (or not to provide) a means of “checking” your products or assignments.

ATTENDANCE POLICY: Punctuality and good attendance are important. Being tardy or absent has a negative effect on the learning environment and ultimately the employment environment. To better prepare you for employment, this course has expectations that emulate those of a normal job. Students are responsible for monitoring their attendance (posted on STINet).

Tardiness - Tardiness begins the minute class starts, so plan to be on time. We expect that students will have their work done before leaving a lab early.

Absences - All homework should still be turned in on time. It is the responsibility of the student to contact the instructor and make other arrangements if you cannot turn in your work on time.

Students are encouraged to meet with and email their instructors if they have extenuating circumstances that cause them to be absent for an extended period.

COMPREHENSIVE FINAL

A comprehensive final exam will be given on the last day of the semester. Exemptions will be given when each of the following conditions is met by a student:

1. Student has a grade of at least a **“B-” (80%)**.
2. Student has taken **all** tests when scheduled.

Any student who is exempt from the final, but wishes to take it in an attempt to improve his/her test average, shall be given the opportunity to do so. However, the test will **not** be “thrown out” should it lower the test average component of the final grade.

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 review assignments = 60% of the final grade

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

Attendance might also affect your final grade

STUDENT RESPONSIBILITIES:

Students shall demonstrate responsibility and commitment to learning by following the guidelines listed below.

- ☑ Become familiar with the computer policies listed in the Southeast Technical Institute student handbook. Computer privileges may be modified or discontinued if they are abused. The handbook and syllabus are the only “warnings” your instructor needs to give.
- ☑ Read the class syllabus and laptop contract. You will be responsible for the contents of each.
- ☑ Consult (daily) STInet and STI e-mail for class and campus communications and events.
- ☑ Schedule three to four hours out-of-class computer time per week for the completion of assignments and assigned reading material. (Accelerated classes schedule 8-10 hours each week).
- ☑ Arrive for class on time. Be logged in to the network and ready to start work when class begins. In a "hands-on" class such as this one where there is guided practice every day, you will find that consistent, punctual attendance is a necessity. Classes will start on time, and presentations will not be delayed in order to repeat instructions for students who habitually arrive late for class. Three instances of tardiness will count as one absence.
- ☑ Bring your textbook, writing materials, and laptop to each class session.
- ☑ If you must be absent, communicate with your instructor ahead of time if possible.
- ☑ Display professionalism by participating in all class activities. Students who wish to sleep, play computer games, social network, or work on personal projects must do so outside of the classroom.
- ☑ Do not use offensive language or openly display anger, frustration, or discontent. This type of behavior disrupts the learning activities of other students and will not be tolerated in the classroom. Any student displaying this type of behavior will be asked to leave the classroom.
- ☑ Do not wear clothing that may be offensive to anyone in the classroom.
- ☑ Consult your class calendar and read textbook materials before they are presented in class. It will be especially important to be prepared for all scheduled activities if you were absent at the previous class session.
- ☑ Follow along with presentations and guided practices that are led by the instructor.
- ☑ Complete assignments prior to the scheduled due dates. Skills from each class session need to be mastered before the next class session.
- ☑ Make adequate arrangements for childcare. Be sure to have alternative plans that can be used in the case of illness or unavailability of normal childcare. Children excused from school due to holiday or illness should not be brought to the classroom. School policy allows for primary and secondary students to visit classes on an occasional basis with approval 24 hours in advance by each instructor to be visited.
- ☑ **Do not participate in unethical behavior.** Representing the work of others as your own and giving or using unauthorized assistance on assignments, quizzes, or tests will result in a grade of zero. Each student is expected to **individually** complete their own assignments, quizzes, and tests with the exception of the team projects that may be assigned. Any incidences of duplicate files will result in a grade of zero for **all** parties involved. Repeated incidences will be considered as grounds for failure of the class.
- ☑ Do not bring food or beverages into the desktop computer lab areas. Covered/capped beverages can be brought into a laptop classroom if care is used when placing beverages near laptops.
- ☑ Students who are subject to disciplinary action in the form of suspension will receive zeros for all work assigned during their absence.
- ☑ Any talking during or immediately after an exam (while others are still testing) shall be grounds for removal from class

The instructors and the faculty members in this course will act with integrity and strive to engage in equitable verbal and nonverbal behavior with respect to differences arising from age, gender, race, handicapping conditions and religion. If you have special needs as addressed by the American with Disabilities Act and need course materials in alternative formats, notify your instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Violations of safety to self and others and/or violation of safe operating practices of equipment may result in the reduction or loss of your daily grade, removal from class, and/or other disciplinary action.

Assessing Student Performance

Student success is important to our faculty, and all faculty are involved in assessing learning. Upon completion of a degree, Southeast graduates will have demonstrated competence in the following areas:
Science and Technology: Technical competence, including knowledge of technology and/or scientific principles as these apply to programs.

Problem Solving & Critical Thinking: The ability to select and use various approaches to solve a wide variety of problems – scientific, mathematical, social and personal. Graduates will also be able to evaluate information from a variety of perspectives, analyze data, and make appropriate judgments.

Communication: The ability to communicate effectively in several forms – oral, written, nonverbal and interpersonal. Graduates will also demonstrate knowledge of how to manage and access information.

Professionalism: Strong work ethic, including responsible attendance; skill in teamwork and collaboration, as well as an ability to work with others, respecting diversity; ability to adapt to change; commitment to lifelong learning; adherence to professional standards; and positive self-esteem and integrity.

General Course Objectives

Basic Computer Concepts, Internet and Email Objectives

(2 weeks)

Students will engage in activities that support their ability to:

- Identify the components, devices and functions of a computer system
- Define computer networks and list the advantages of using a network
- Distinguish between the varying types of operating systems and applications software
- Describe the use of a network, Web browser and how the Internet works
- Send, receive, forward, file and delete electronic mail messages with attachments
- Create personal contacts in an electronic mail system
- Organize email account messages
- Differentiate between the various types of memory, and memory vs. storage
- Describe various types of input and output devices
- Identify various types of storage and distinguish between storage media and a storage device
- Explain how data is stored on a flash drive, hard disk or compact disk and how to care for them
- Explain the startup process for a computer
- Discuss how to purchase and maintain a computer system
- Navigate and search for information on the Internet

STInet - Campus Management System

(.5 to 1 Class Session and reinforced throughout the entire course)

- Participate in an Overview of the CMS (STInet)
- Utilize STInet shortcut in Internet Explorer Favorites or make the shortcuts on your Desktop
- Learn how to login and logout of STInet.
- Examine STInet Personal Info and learn how to change Personal Info and Passwords in the STInet.
- Examine the My Pages Tab of STInet.
- Examine the Student and Academics Tabs of STInet.
- Examine how to locate grade, transcript, course schedule and student account information in the STInet Student Tab
- Learn to find courses with “Course Search” on the Academics Home Page & “All My Courses” on the My Pages Home Page
- Learn to navigate STInet as it relates to the “My STI” home page and the specific CIS 105 course created by the Instructor

Windows and Network Objectives	(2 weeks and reinforced throughout the entire course)
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Students will engage in activities that support their ability to:

- Open, close, resize and restart a Windows window using basic mouse operations
- Understand and organize desktop components
- Understand and use control panel and taskbar components
- Maximize, minimize and restore windows
- Scroll, resize and move windows
- Use Windows Help
- Work with multiple applications utilizing the taskbar
- Set various desktop properties
- Demonstrate the use of both My Computer and Windows Explorer to create, maintain and manage files and folders.
- Demonstrate the selection of one file or groups of adjacent and non-adjacent files
- Create, rename, copy, move and delete files, folders and subfolders on both the local drives and network drives
- Create shortcuts on the Windows desktop to Southeast Technical Institute network folders
- Backup a local laptop drive to a home directory on the Southeast Technical Institute network
- Connect to network printers on the Southeast Technical Institute wireless network
- Utilize the Assignments and Dropbox folders under the Datacluster-Courses area of the STI Network, and Coursework in STInet as used by Instructors.
- Utilize Jing (Techsmith) to create screenshots and short videos .

Microsoft Word Objectives	(3 weeks)
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Students will engage in project-based learning that strengthens their understandings and achievements, and allows them to communicate more productively:

- Understand and efficiently use the components of the Word window, toolbars, ruler, transparent mini toolbars, ribbons, tabs, screen tips, task panes, Quick Access Toolbar, Office button, scroll bar and status bar.
- Use Word Help and movie demos
- Create, save, open, edit, view, preview, print and close documents
- Move, copy, format, find and replace text
- Create professional-looking documents by formatting various character, paragraph, document and page formatting techniques and properties (including shortcut keys)
- Align text using tabs and indents
- Apply borders, bullets and numbering
- Insert and format headers and footers
- Use templates, building blocks, AutoCorrect, AutoFormat, Styles, Galleries
- Use and format graphic elements to enhance documents
- Use section breaks to create a single document that includes different page-level formats
- Describe the MLA documentation style for research papers
- Utilize the Research task pane
- Insert and edit citations, sources and bibliographies

Microsoft One-Note Objectives	(1 week)
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Students will engage in activities and projects that support their ability to:

- Use the One-Note window
- Create, Close, Delete, Rename and Open a Section
- Add a Note and Container to a Blank Page
- Move, Resize, Delete and Split a Container
- Create an Outline
- Add Note Flags, Pictures, and Drawings
- Format Characters
- Add a Page and Page Title
- Add a List of Items
- Add a Subpage, Table
- Create and view Side Notes

Microsoft Visio Objectives

(1 week)

Students will engage in activities and projects that support their ability to:

- Create, Close, Delete, Rename and Open a Visio diagram
- Build Flowchart Diagrams
- Build Network Diagrams
- Build Database Diagrams

Microsoft PowerPoint Objectives

(1 week)

Students will engage in activities and projects that support their ability to:

- Efficiently use components of PowerPoint as a presentation tool
- Efficiently use PowerPoint toolbars, menus, Ribbons, Mini toolbar, Screen tips, shortcut menus, Slide Pane, Quick Access Toolbar, and Office Button.
- Work with slides in different views and slide layouts
- Create, open, edit, view, save, preview, print and close presentations
- Select document themes, background styles
- Quick Styles
- Apply word editing and formatting skills to slide text and graphics
- Add PowerPoint sound, images, animation, and transitions to slides
- Add a header and footer to slides, handouts and outlines
- Change printing options for slides, handouts and outlines
- Work with placeholders and shapes and apply

Microsoft Excel Objectives

(4 weeks)

Students will engage in project-based learning while developing spreadsheets that allow them to create, refine and further develop their project while making decisions on important information, and its interpretation:

- Define worksheet and workbook and the Excel Window: transparent mini Toolbars, scroll bar, Ribbons, Tabs, Screen Tips, Task panes, formula bar, Quick Access Toolbar and Office button.
- Create, open, edit, view, save, preview, print and close workbooks
- Efficiently maneuver around worksheets and workbooks
- Enter row and column titles, text and numeric data
- Change column widths and row heights
- Appropriately format cells of numbers, titles and text entries some with styles & symbols
- Enter basic formulas and functions using the keyboard or point mode
- Create various charts to visually explain data, on same or a different worksheet.

- Use Excel Help and movie demos
- Copy cell contents or formulas, or create series with the Auto fill handle and options.
- Demonstrate math skills by using correct order of operations when creating appropriate formulas for simple business applications (For example, item price * quantity = total cost or hours * wage=gross pay)
- Identify when to use Absolute References and create user-defined formulas with absolute references.
- Create =IF statements with logical tests, true values and false values
- Create Headers, Footers and margin changes in Page Layout
- Understand various printing and editing options such as “Formulas”, Landscape, “Fit-to-One” page, Gridlines, “Best Fit” under Page Layout
- Rename, Color and Rearrange worksheet tabs and names.
- Email a Workbook within Excel
- Learn various ways to clear cell entries and/or formatting.
- Change the view of a worksheet with panes, shrink, magnify and freezing
- Create and change document properties.
- Use auto calculate area for statistics
- Add conditional formatting to cells
- Use Range Finder to verify a formula
- Use Goal Seek to answer what-if questions.

Microsoft Access Objectives

(2 weeks)

Students will engage in activities and projects that support their ability to:

- Understand the use of databases in business
- Understand the basic structure of an Access database and how various objects (form, report, table, query) collect for a common set of data
- Create and update tables for storing data
- Design, create and print basic queries that search for data using criteria
- Enter and update records and data in tables
- Work area, Ribbon
- Create and print simple or automatic reports and forms from wizards and queries
- Create and update elements of a record: primary keys, fields, records, data types, sizes and properties.
- Identify a one-to-many relationship among 2 tables
- Describe the features of the Access window including navigation panes, Quick Access toolbar, Office button, Object tabs, Mini toolbar, Access

Final Office Career Project

(Some portions completed in class, but majority will be an outside of class assignment)

The purpose of this project is to assign a final project, without step-by-step instructions, that the student will research, design, develop and produce documents using Office productivity tools such as Internet Explorer, Word, Excel, One-Note and PowerPoint.

Students will be required to make important decisions on the relevance of information collected, how to interpret the information and then use the information in effective communications that are prepared using Office software tools.