CIS 1020 – Computer Essentials
Fall 2009 Syllabus

Course Description

The Computer Essentials course is intended to help the student become computer literate and computer competent. The course curriculum is directed at preparing the student to use the computer as an everyday problem-solving tool. Completing this course with at least a C grade meets the computer literacy requirement for SLCC. This course fulfills the Computer Competency (CL) requirement for General Education.

Required Materials

PACKET—Prentice Hall 053603057x (available at the Bookstore or PJ's)

- *Computers Are Your Future (Ninth Edition), Introductory Edition*, by Bill Daley, Prentice Hall 2007 (Referred to as CAYF throughout syllabus and schedule)
- *Exploring Microsoft Office 2007*, Custom Edition for Salt Lake Community College
- MyITLab packet (This must be NEW, not used)
- Student Data CD (in the back of *Exploring Microsoft Office 2007*)

NOTE: A package CANNOT be shared by two or more people or sold back to the bookstore at the end of the semester, nor can it be passed to friends / associates for use in subsequent classes

Prerequisites

No other courses are required for this class.

There is help available from several sources including the Learning Center in TB 213

You should have Microsoft Office 2007 on a machine that you can access frequently. You may use the available labs including TB 530, BB 312, and most open machines on campuses to do the homework. It is extremely difficult to attempt this class without access to the software

Course Objectives

During the course the student will demonstrate skills learned through assignments and exams. We will concentrate on the following four major areas:

1. Computers and Society
We will discuss how computers are being utilized in business, industry, education, and personal use. An introduction of the computer as a problem-solving tool with examples of types of problems the student will be asked to solve during the semester with the aid of a computer.
We will also discuss ethical issues related to computer use, including: illegal copying of software (piracy), privacy issues, computer crime, and computer viruses.

2. Application Software
The student will gain skills in common software operations such as: starting programs, loading data, modifying data, saving data, printing information, cut/copy/paste, obtaining help, customizing the operating environment, obtaining help, and exiting the program.
The specific types of software used will include: word processing, spreadsheet, presentations, and integrated packages.

3. System Software
Common operating environment functions will be taught including: file management (i.e. copy, backup, delete, search), and disk management. We will be using the Windows operating environment.

4. Computer Hardware
Finally, we will discuss the hardware components of a computer system. We will investigate how physical computer devices actually work, devices such as: CPU, monitor, printer, modem and disk drives and how these devices communicate with each other.
The student will also gain knowledge about how the computer organizes information through the use of bits, bytes, words, the binary number system, and program instructions.

Grading Items

1. *Exams*: **You will take eight (8) exams**.

    a. There will be **four (4) Theory Exams**. These will be multiple choice and matching questions taken from the CAYF book.

    b. There will be **three (3) application exams**. These will be practical operations from the software book.

2. *Final Project:* Each student is required to complete a final project. It will be one of the following (as selected by your instructor): a)PowerPoint presentation covering all software applications; b) Written Research paper; c)Capstone Project where you will develop a new computerized product or d)Project which will culminate all of the software applications. The details of this final project will be given to you by your instructor.

3. *Exploring Microsoft Office 2007 Volume 1 Book*: You will be working with Windows XP and three different software packages. Your instructor will give you specific assignments from each of those packages. You should first complete the actual "tutorial" and then your instructor will assign specific assignments and case problems. The data files required for this textbook can be found at the following web site: http://www.pearsoncustom.com/slcc/

4. *CAYF Book Assignments*. Your instructor will give you assignments to complete regarding each of the Chapters in the CAYF Book. These could include end-of-chapter material.

Grading Policies

The final grade is your accumulation of class points divided by the total points in the course. A percentage is obtained and the letter grade is as follows:

Grade	Percentage	Grade	Percentage	Grade	Percentage
A	94-100%	B-	80-83%	D+	67-69%
A-	90-93%	C+	77-79%	D	64-66%
B+	87-89%	C	74-76%	D-	60-63%
B	84-86%	C-	70-73%	E	Below 60

Grading weights are as follows:

All Exams	60%
All Assignments	25%
Final Project	15%
Total	100%

Other Information

Computer Lab Rules – Each student must obey all lab rules and conduct themselves professionally and courteously. Failure to abide by lab rules will result in loss of lab privileges. Consult the labs for their current operating hours.

Disability Resource Center - Qualified students desiring special accommodations must contact the Disability Resource Center at the beginning of the semester. Necessary accommodations cannot be provided until arrangement has been made with the DRC. Accommodations are not retroactive. At the Redwood Road Campus, DRC is located in SC008 and the phone number is 957-4659. At the South City Campus, DRC is in W 138 and the telephone number is 957-325. (TTY 957-4646)

Honesty – This course will strictly enforce the *Student Code of Conduct*. The College imposes specific actions in response to incidents of student dishonesty (cheating, plagiarism, etc.) that may include receiving a failing grade on a test or in the course, suspension or dismissal from the College.

General Education - This course is part of the General Education Program at Salt Lake Community College. It is designed not only to teach the information and skills required by the discipline, but also to develop vital workplace skills and to teach strategies and skills that can be used for life-long learning.
While the subject of each course is important and useful, we become truly educated through making connections of such varied information with the different methods of organizing human experience that are practiced by different disciplines. Therefore, this course, when combined with other General Education courses, will enable you to develop broader perspectives and deeper understandings of your community and the world, as well as challenge previously held assumptions about the world and its inhabitants. You will also explore a wide variety of topics with an eye toward discovering new interests and uncovering new talents. General Education courses teach basic skills as well as broaden a student's knowledge of a wide range of subjects. Education is much more than the acquisition of facts; it is being able to use information in meaningful ways in order to enrich one's life. General Education courses focus on communication, creativity, and critical thinking skills and along with the substance of the course's information, an appreciation of the esthetics of the area of study and its connection to the larger social web.

ACBSP: The Computer Information Systems programmed is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). This accreditation facilitates transfer of credit to four-year universities and colleges and is recognized by employers. Completion of this course with at least a grade of B (84%) meets the computer literacy requirement at four year institutions like the University of Utah Business School. This course is not intended for people who have already achieved "expert" status using the computer.

Course Learning Outcomes – SLCC is committed to fostering and assessing the following student learning outcomes in its programs and courses: substantive knowledge, communication abilities, quantitative literacy abilities, critical thinking abilities, and ability to be civically engaged. To that end, the following learning outcomes are an integral part of this course:

1. Efficiently use common business software including word processing, spreadsheets, and presentation
2. Develop an understanding of the hardware and software components of a computer
3. Communicate effectively in writing
4. Choose and perform appropriate calculations and / or functions for the problem