

**Introduction to Information Technology
Syllabus & Course Content**



CIS 100 94
Fall 2010

COURSE INFORMATION

Course: CIS 100 94

Days/Times: Online

Instructor: Mr. Erik VanLandingham
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734-516-6776

Office Hours: by Appointment Only

Required Text: Shelly, G., Cashman, T, and Vermaat, M., Microsoft Office 2007 Brief Concepts and Techniques, Course Technology, 2009.

Shelly, G. and Vermaat, M., Discovering Computers 2010 Introductory, Course Technology, 2010

Course web sites:

Discovering Computers book:

<http://www.scsite.com/dc2010>

Office 2007 book:

<http://www.scsite.com/wd2007>

<http://www.scsite.com/ex2007>

<http://www.scsite.com/ac2007>

<http://www.scsite.com/ppt2007>

Catalog Description:

This course satisfies the HFCC Computer Literacy Requirement. This course will survey the field of computer technology and information management. Topics emphasized in this course include: computer hardware, the use of the Internet for communication, e-commerce, information retrieval, the social impact of technology, computer security, networking, and industry-related careers. Computer laboratory sessions will briefly introduce students to the Windows operating system, Internet browsers, e-mail, word processing,

spreadsheets, databases, and presentation software.

Prerequisites: none

Course Objectives:

After the successful completion of CIS-100, the student should be able to:

1. Log into and out of a computer network.
2. Setup, send and open e-mail, including attachments.
3. Operate basic PC hardware, including common input, output, and storage devices.
4. Perform file management tasks, including finding, organizing, saving, copying, and printing files.*
5. Use basic word processing functions to prepare a document that incorporates a variety of formatting options.
6. Locate information on the Internet, identify appropriate search terms, download files, and use a search engine effectively. *
7. Prepare a spreadsheet that incorporates basic formulas and a variety of formatting options.
8. Create and view a slideshow using basic presentation software functions.
9. Identify issues and recommendations related to computer ethics and netiquette.*
10. Recognize common threats to computer security and privacy, such as viruses, phishing, and identity theft; and identify methods of prevention.
11. Describe job types in the Information Technology field.
12. Explain how electronic commerce operates.
13. Develop an appreciation for how technology can help in educational and vocational endeavors.

Core Course Topics:

- The HFCC Network
- The Internet and the World Wide Web, Search Engines, Research, Information Literacy
- Application Software
- Computer Hardware: Input, Output, Processing, Storage
- Operating Systems and Utility Programs
- Communications and Networks
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Common Databases
- E-Commerce
- Computers Security, Privacy, Netiquette and Ethics

Course Information/Notes:

- To achieve maximum benefits from this course, it is imperative that the student logs into class regularly and completes all tasks on time.
- Assignments are due on the assigned dates.
- Late homework will be penalized 20% regardless of the reason.
- All course business will be handled in UCompass and other web sites as the instructor chooses.
- If we have a serious, ongoing network failure (more than 1 day in a row), I will adjust due dates accordingly.

COURSE POLICIES

Student Conduct In-Class/On-Line Policy

Any acts of classroom or On-line disruption that go beyond the normal rights of students to question and discuss with instructors and other students the educational process relative to subject content will not be tolerated, in accordance with the Student Conduct Policy described in the College Catalog.

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty.

Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

The penalty for violating the Academic Dishonesty Policy is severe. Any student violating the policy is subject to receive a failing grade for the course and will be reported to the Office of the Registrar. If a student is unclear about whether a particular situation may constitute as a violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. Although it is tempting to work in groups, you must not cross the line between helping (receiving help from) a classmate and copying his/her work (allowing yours to be copied). Be careful about diskettes and printouts. Please see the Policy on Academic Dishonesty in the College Catalog.

Dropping Policy

Automatic drop grades are not generally given. To receive a drop (DR) grade, you must officially drop the class through the Registrar's office. After the school's drop date, you must notify your instructor, in writing, that you would like to be dropped from the course and give an explanation why you are requesting a drop grade. Failure to comply will result in the grade you would have otherwise received.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the College Catalog. In any case, for a student to receive an incomplete, he or she must be passing **and** must have completed a significant portion of the course. The student must notify the instructor, in writing, that you would like to request an Incomplete grade for the course, and give an explanation why you are requesting the Incomplete grade. Failure to comply will result in the grade you would have otherwise received.

Attendance Policy

Online participation is important to achieve maximum results. You are expected to participate online at least 4 days each week.

Grading Policy

Projects	100 * 5	A	92 – 100%
Packets	100 * 7	B	84 – 91%
		C	76 – 83%
		D	68 – 75%
		E	Below 68%
Total points:	1200		

Tutoring / Instructor Availability

Tutoring will be made available to the class should the need arise. Please send the instructor an e-mail so that arrangements can be made. Extra materials and assignments (of no point value) can be distributed to aid in comprehension of the material. Also – the lab techs in room T194 can be of great assistance to you in this course...ask them anything!

Please contact me at any time via e-mail with any questions or concerns. I will respond within 24 hours (pending an emergency which I will send an e-mail to the entire class). I am available to talk in person. To make an appointment, please send an e-mail ecvanlandingham@henryford.ucompass.com. Every effort will be made to give you the tools to succeed in this course.

Miscellaneous Information

Please remember that your lab fees as a student taking a CIS class allow free access to the T-194 Lab, provided that you adhere to the AUP and other rules of the lab. Bring a copy of your schedule at ALL times. Due to the nature of this course, you should expect to spend *1-2 hours after each class session* in the lab if you do not have access to a computer outside of the school.

Active Participation and Responsibility

In order to receive the maximum benefit of this class, you must actively participate and be responsible in class. There are a number of things that represent participation and responsibility. They include but are not limited to the following:

- Attend class both physically and mentally.
- Assume the responsibility of taking notes.
- Assume the responsibility of studying.
- Taking the responsibility to read and understand the syllabus information.
- Ask and/or answer questions both from me and from other students.
- Read prior to lecture.
- Read and follow instructions.
- Take the initiative to find answers first.
- Ask if you need help before it gets too late.
- Take the responsibility to get information you missed if you were not able to attend class.
- Get organized! Record important dates into a calendar or planner.
- Get connected! Exchange emails/phone numbers/profiles with other students.
- Send me an e-mail to schedule an appointment during office hours.

Tentative Class Schedule

Date	Topic	Assignment	Objective
08/26/10	Chapter 1		
09/02/10	Chapter 2 - Internet & WWW	Ch2 Packet	6,10,11,12
09/09/10	Chapter 4 - System Unit	Ch4 Packet	3
09/16/10	Microsoft Word I	Word Flyer	5
09/23/10	Microsoft Word II	Word Resume	5
09/30/10	Chapter 5/6 - Input/Output	Ch5/6 Packet	3,4
10/07/10	Microsoft Excel I	Excel Lab 1	7
10/14/10	Microsoft Excel II	Excel Lab 2	7
10/21/10	Chapter 7 - Storage	Ch7 Packet	3,4
10/28/10	Chapter 8 - OS & Utilities	Ch8 Packet	3,4
11/04/10	Microsoft Powerpoint	Powerpoint Lab	8
11/11/10	Chapter 9 - Networks & Comm	Ch9 Packet	9,10
11/18/10	Chapter 11 - Security, Privacy, Ethics	Ch11 Packet	9
12/02/10	Databases		11,13
12/09/10	Projects Due	Projects Due	