CIS 1200 COMPUTER LITERACY

CREDIT:	3 semester hours, Institutional Requirement
FACULTY CONTACT:	Faculty Based at SCC Grading Station, 652-7953
PROGRAM COORDINATOR:	Linda Rogers, 435-652-7838, rogersL@dixie.edu
YEAR:	2015-16
REQUIRED MATERIALS:	**SIMnet** for Office 2013 access card – purchase at bookstore; storage device or service, **$25 Lab Fee included in tuition and fees**
SOFTWARE/HARDWARE:	Windows 7, Microsoft Office 2013 – Available in SCC Lab PC Preferred –If using a MAC see FAQs page in Canvas

COURSE DESCRIPTION

This course is designed to complete the Computer Literacy Institutional Requirement at Dixie State University. Upon successful completion of the course, students should be able to use computer technology to access, create, analyze, process and deliver information. Hands-on instruction is used to develop these skills through completing four sections: computer concepts, operating systems, and e-mail; word processing; spreadsheet; and presentation. This course also partially meets the UBAN computer requirements for Business majors and is a prerequisite to CIS 2010. *CIS 1200 and CIS 2010 meet the total computer proficiency requirements for business majors.* The course is a self-paced course that provides flexibility of schedule; however, the student should plan to spend 6-9 hours (12-18 in block and summer semesters) per week to meet course requirements. Students can get CIS faculty assistance at the Smith Computer Center during faculty posted hours. Students will be expected to adhere to the Dixie State University Student Code of Conduct (found in the university catalog or student handbook).

CIS 1200 promotes a culture of learning to insure that students are current in rapidly changing technology and it helps students develop the skills needed to help them be competitive in their school, community and business environment. The class also promotes a culture of values where we encourage students to maintain integrity throughout their course work. The department uses quality faculty to help students learn specific application software.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids should contact the DISABILITY RESOURCE CENTER Coordinator within the first two weeks of classes. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located on the east side of the North Plaza building. Visit or call (435) 652-7516 to schedule an appointment.

CANVAS MAIL AND DMAIL

You will be held responsible for any information sent to your Canvas or DMail accounts, so please check it often. You should check your Inbox in Canvas each time you get into it and your Dmail account once or twice a week. This is the resources faculty and staff use to contact students.

PERFORMANCE OBJECTIVES
At the completion of this course, the student should be able to complete the following objectives:

Life Skills
- Exhibit time management skills by scheduling work in a timely manner and completing assignments and tests by deadline dates
- Exhibit an understanding of course policies by often reviewing the printed materials and course announcements
- Utilize the materials provided for a self-paced course

Computer Concepts, Operating Systems and E-Mail
- Exhibit functional mastery of at least one computer operating system (this course will utilize a windows environment--currently Windows 7), basic computer terminology, and fundamental use of e-mail.
- Identify the basic parts of a computer including, but not limited to, input/output devices, CPU, motherboards, RAM, clock speeds, various types of storage, modems and networks
- Identify the elements of the information processing cycle and components needed to complete each item in the cycle
- Identify various types of computer software and application systems and where they are used
- Understand and manage disk directory structures
- Identify ethics issues as they pertain to software and copyrights
- Identify security issues relative to piracy, privacy and viruses
- Demonstrate knowledge of computer maintenance, updates and defense procedures
- Exhibit use of file management tools such as My Computer and/or Windows Explorer in managing files and folders including, but not limited to, creating, deleting, renaming, copying, moving, restoring and selecting items
- Demonstrate proper creation and/or use of menus, toolbars and shortcuts
- Exhibit mastery of computer terminology and identify, by name, elements found in the operating system as well as identify tools that change computer properties such as control panels and property windows
- Utilize an e-mail account to receive, reply, send and forward e-mail messages to single or multiple addresses
- Attach a file to a message and manipulate received attachments. Exhibit appropriate E-mail etiquette

Word Processing
- Use document preparation programs, e.g., word processors, to prepare, edit, and manipulate text.
- Understand the basic operation of the chosen word processing program, e.g. ribbons, status bars, help, etc.
- Create or open existing documents and templates.
- Save, print and close a word processing document
- Edit a document by applying various themes, and style types including font face, font size; as well as font appearance including bold, underline and italics
- Format a document using Format Painter, page orientation, justification, etc.
- Change a document's appearance by changing margins, line spacing, or paragraph spacing.
- Change text alignment using tab settings and types of tab settings, and paragraph formats including various types of indenting
- Proof and edit documents using review writing tools; e.g. spelling & grammar or the thesaurus
- Learn how to use different writing styles such as MLA including citations and bibliographies
- Control the flow of text by inserting breaks and pagination options, including formatting page numbers
- Create and edit Headers or Footers and Endnotes or Footnotes

- Create tables including the following: format cells, insert/delete columns/row, change row heights, sort table columns and merge/split cells
- Modify the layout and design of a document using columns to present information
- Enhance document appearance by adding visual elements such as pictures, shapes, SmartArt and WordArt

Spreadsheets

- Find various kinds of data, represent and manipulate that data in tabular and various visual forms such as charts
- Understand the basic operation of the Excel spreadsheet program; e.g., ribbons, status bars, help, etc.
- Insert and name worksheets
- Identify cell content types including labels and values
- Name, Copy, Move, and/or Delete rows/columns/cells/ranges
- Create formulas in the worksheet using math operators including mathematical order of operations
- Create formulas using functions such as, but not limited to sums, averages, minimums, maximums and counts
- Use range names and create formulas including absolute, relative and mixed cell addresses
- Print individual worksheets or entire workbooks as well as use print preview to size worksheets to paper size. This also includes viewing and printing cell formulas
- Format cells including alignment, borders, shading, styles, templates and dates
- Edit workbook by entering and deleting text and numbers, using the Fill Handle to complete a series, and using cut, copy and paste features
- Format cell contents as to size, font and numeric formats such as currency, comma, percent, etc. including manual settings and AutoFormat
- Format worksheets by changing margins, adding headers/footers and changing page orientation
- Change size of columns and/or rows
- Insert Clipart, Graphics, Sparkline's, and Textboxes in a spreadsheet or chart
- Use Conditional Formatting and filter/sort data
- Create and design charts including chart type (i.e. bar or pie) and range options
- Create and format an Excel table and a PivotTable
- Sort data by text, number, color or icon and apply AutoFilter or Conditional formatting
- Import data into Excel from a text file, database file, or a web site

Presentations

- Develop presentation content by adding slides, choosing layouts, moving and resizing placeholders, editing text, and reusing slides from another presentation
- Understand the basic operation of the presentation program, e.g. ribbons, status bars, help, etc.
- Know how to plan, create and view a presentation
- Add, move, and delete slides
- Add and format bullets and know how to promote/demote bulleted text.
- Use Spell check and the Research task pane
- Create, edit, and enhance slides for slide show presentations, including transitions, animations, outlines, templates and slide master
- Create and edit slide show presentations using various themes, layouts and templates
- Create, modify and format a table, chart or SmartArt graphic
- Insert Microsoft objects or images and modify their style
- Insert, resize, rotate and recolor a picture, ClipArt image, text box or SmartArt
- Insert headers or footers and modify their placement.
- Create, preview and print slides, handouts and speaker notes

PROGRAM LEARNING OUTCOMES:

PLO 1 Knowledge – Understand the relationships of key components behind computer concepts such as hardware, data storage, operating systems, and software programs.

PLO 2 Skill – Effectively organize, manage, and present data, using contemporary software applications such as spreadsheets, word processing, databases, financial accounting and electronic presentation software.

PLO 3 Skill – Create and manage files using various types of data storage including local and cloud storage.

PLO 4 Skill – Utilize computing digital solutions to retrieve, store and submit data.

LEARNING OUTCOMES – after completing this course the student will be able to:

LO 1   Use windows to save, organize and manage files on their computer system in a logical filing format, and be able to search and navigate the Windows system (PLO 1 & 4).

LO 2   Create a spreadsheet file with several worksheets including inputting data, applying themes, create charts, and other formatting features (PLO 2, 3 & 4).

LO 3   Use spreadsheet to create proper formulas and basic functions such as Average, Max, Min, PMT and If (PLO 2, 3 & 4).

LO 4   Manipulate word documents using formatting features, themes, inserting picture or clipart, headers and footers, and printing options (PLO 2,3 & 4).

LO 5   Use word processing to create a research paper which includes research styles, references, and table of contents (PLO 2, 3 & 4).

LO 6   Create a presentation using themes, different slide layouts, inserting pictures, WordArt, SmartArt, transitions and animations (PLO 2, 3 & 4).

INTEGRITY

- The DSU Student Code of Conduct prohibits cheating by students. If the integrity policy is violated, an "F" grade will be given. According to this policy, the student will not be allowed to drop the course after an "F" grade is posted.
- Students are expected to do their own work without taking the work from another student. **SIMnet** will not accept copied homework from another student.
- Every student should complete the homework themselves. Reading from the book while someone else does the assignment is not acceptable, and you will lose your chapter points.
- Every student is required to have their own storage place/device (USB flash disk, Cloud, Google, etc) to save homework assignments. It is also highly recommended the student backs up the work regularly.
- **If you are caught in a bind and work is not complete, contact faculty for advice.** Grading procedures allow for some tolerance of late assignments, but there is no tolerance for cheating.

COURSE GUIDELINES

- Students will be assigned to a letter group (A, B, C, D, H, BL, IN, or S). Their homework and test due dates will be assigned according to that group/section.
- Students should plan to complete their course work on time per weekly deadline dates and manage their time wisely by scheduling the appropriate time needed to work through the given assignments – Do NOT WAIT until the due dates to start!
- Students should login to Canvas & **SIMnet** at least 3-4 times a week.
- Students should check the CIS 1200 Announcement link found in Canvas at least once a week.
- It is recommended that students check the syllabus on a weekly basis.

- Students who need additional help from faculty should come to the Smith Computer Center during posted *faculty hours* (found under Course Information in **Schedules, Deadlines, SCC Hours of Operation** link on Canvas). Help is also available at the Hurricane Center during Fall and Spring semesters on Tuesday & Thursday from 4-8 pm.

CLASS PROCEDURES

Assignment Guidelines & Submission (Assignments are 40% of final grade)

Assignments are organized in **SIMnet** according to due date**.** Students should:
- Complete Lessons (*Let Me Try's checks them off)*
- Complete, Save and Submit the Resources as assigned
- Complete up to three assigned **SIMnet** projects per chapter
- Submit **SIMnet** assignments per instructions before midnight of the due date

Assignment Identification

SIMnet tags your projects with your name so make sure you use the start file on projects. Any typed assignment (Email) should include your name and last 2 digits of your ID.

Assignment Correction

- *Resource* assignments will be graded by faculty, please allow 48 hours.
- **SIMnet** Projects will be graded by **SIMnet** when submitted by student. Projects may be corrected and resubmitted one time for higher points by due date.
- Homework assignments and tests can be completed early.
- **SIMnet** Projects will be accepted late if submitted by the next homework deadline date for a 10% deduction.
- All homework is submitted through **SIMnet**; <u>except</u> for the email assignments, which will be submitted through student's Dmail account.
- All homework should be completed before testing to maximize your final grade.

Testing Guidelines (Tests are 60% of final grade)

- Each section test should be taken on, or before, the deadline date assigned to the student on their *deadline* sheet. The student may take any test earlier than the posted deadline as long as their homework is completed.
- If a student will be gone on the "Test Due Date," it is their responsibility to take the test prior to the test date. In an emergency situation, for which no prior arrangements can be made, email or call faculty ASAP. You may be required to provide documentation verifying your emergency.
- Tests must be taken at the Dixie State University Smith Computer Center Grading Station.
- When taking a test bring picture ID to the SCC Grading Station.
- Students should allow one hour for each test. If you need more time on testing, please provide faculty that information before beginning the test.
- The test will score itself on completion.
- If a student has any problems with a question during the test, they should ask for faculty assistance at that point; not after the test is completed.
- The student must score above 70% in order to meet the graduation requirements of a C- or better.
- If a student receives below 70% on a test, a 0 is posted to the grade book. Please ask grading faculty about retake options.
- If a student misses a test, they may take the test late with a 10% late penalty by the retake deadlines. If they retake a late test, the maximum score they can receive is 80%.

Test Retake Guidelines

- Each test may be taken a _maximum of two times_—either as a Test Out and a retake of the test or by taking the test after completing the assigned homework and using the retake to improve a score.
- Maximum score for a retake is 90% unless retaking a late test which is 80%.
- The retake option may be used to retake a previously taken test with a score less than 90%. The student is encouraged to retake the test ASAP after sufficient review; however, the student must wait at least one day.
- _If a student receives below 70% on a test, the student MUST complete 70% of homework and be cleared by their grading instructor before making an appointment to re-take. Please ask faculty about retake options._
- Retakes MUST be taken before the retake deadline posted on the Deadline sheet and in Canvas.

Test-Out Procedures

- If a student already has skills in any of the four sections of the class, they may test out of the individual section **during the test-out period at the beginning of the semester.** These deadline dates are found on the Deadline sheet and in canvas.
- Students must read and follow the Test-Out Procedures found on Canvas, complete Orientation and the Orientation Quiz, purchase a **SIMnet** License at the Bookstore and schedule an appointment in the Appointment Scheduler found in Canvas **FOR EACH TEST** they plan to take. _Note: **SIMnet** "Courtesy Access" license may be used for testing out, but student MUST purchase the license before the last two weeks of the semester to receive a grade for the course._
- The minimum score for testing out successfully is 80% - anything below that is scored as a 0 until the test is re-taken. The student must then follow the Retake Guidelines.
- The student may test out only **one** time per test during a given semester. This applies to students who drop early sections of the course and re-register for later (block) sections in the same semester.
- If the student is successful, this percentage will be posted as their score for the section test. Assignments for that section are waived and the test percentage will be posted for the homework grade.
- If the test is taken a second time, the retake will be posted at the maximum score of 90%, unless it is a late makeup/retake which is maximum of 80%.
- When a student completes the test-out process, all remaining sections must be completed according to your scheduled deadline dates found on the Deadline sheet and in canvas. A student is encouraged to finish the remaining sections early.

Grading Policy

Computer Literacy Requirement

The CIS Department at Dixie State University has set the computer literacy requirements (as defined by a statewide committee) as the course objectives for CIS 1200. It has been determined that if a student passes this course with a grade of C- (70%) or better, that student meets the basic skills required for computer literacy. All tests in the course must be passed with a minimum of 70% in order to achieve a grade of C-.

Business Computer Proficiency (BCP)

The Business Department at Dixie State University has set business computer proficiency requirements (as defined by UBAN) also using the course objectives for CIS 1200 and CIS 2010. It has been determined that if a student passes CIS 1200 and CIS 2010 with a grade of B- (80%) or better, that student meets the basic skills required for BCP.

Final Grade

The student's final grade is based on homework and the final test scores of the four course sections. Homework will account for 40% of the grade. The four test scores will be the remaining 60% of the grade. If the grade for the four tests meets the 70% requirement, the scores will be averaged. If any one of the test scores falls below 70%, the CL requirement will not be met (* see score example below) and the highest grade the student will receive in the course will be a D+. A student may view their current grades in the Canvas Grade book after each test deadline is completed.

Grades will be issued on a percentage of total points possible as follows:

94-100	A	87-89	B+	77-79	C+	67-69	D+
90-93	A-	83-86	B	73-76	C	63-66	D
		80-82	B-	70-72	C-	60-62	D-
						0-59	F

Example of Student TEST SCORE Grades (including Homework):

Student 1	95 for HW	Student 2	75 for HW
	99		87
	89		65*
	91		85
	95		92
Average	94%		69%*

*Not mathematically correct but Student 2 fell below 70% on one test, so the students highest grade will be a D+ for the class. *Students must have a minimum grade of 70% on all tests to meet the Institutional Requirement.*