CIS 1200 COMPUTER LITERACY

CREDIT: 3 semester hours, *CL

FACULTY CONTACT: Faculty Based at SCC Grading Station, 652-7953

PROGRAM COORDINATOR: Linda Rogers, 435-652-7838, rogersL@dixie.edu

YEAR: 2011-12

TEXT REQUIRED: Microsoft Office 2010, First Course, New Perspectives Thomson/Course Technology SAM2010 (included with new book or can be purchased separately if a used book is purchased)

SOFTWARE/HARDWARE: Windows 7, Microsoft Office 2010 – Available in SCC Lab PC Preferred – If using a MAC see FAQs page in Canvas

REQUIRED: 1 USB (jump or flash) drive, Approx. 130 Unduplicated Prints

COURSE DESCRIPTION

This course is designed to provide fundamental computer instruction to complete the computer literacy requirement which is an Institutional Requirement at Dixie State College. 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 the use of general computer concepts, operating systems, and e-mail; word processing; spreadsheet; and presentations software. 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 for students to set their own daily schedule to meet section deadlines, however, the student should plan to spend 6-9 hours (12-18 in block and summer semesters) per week to meet course requirements. Students will be expected to adhere to the Dixie State College Student Code of Conduct (found in the college catalog or student handbook).

Americans with Disabilities Act (ADA) Statement:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator for eligibility determination within the first two weeks of the beginning of classes. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Financial Aid Office. Visit or call (435) 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services.

CANVAS MAIL AND DMAIL

Canvas Mail and Dmail will be used to contact students about information that is critical to your class. It also contains other information from the campus that might be important to students. You will be held responsible for any information sent to your Canvas or DMail accounts, so please check it often.
PERFORMANCE OBJECTIVES
At the completion of this course, the student should be able to complete the following objectives under four major computer skills categories as well as identified life skills.

EXHIBIT LIFE SKILLS: In order to be successful in this course, the student will exhibit the following identified 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 reviewing often the printed materials and course announcements
- Utilize effectively materials produced to guide the student through 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, paragraph spacing, or adding columns
- 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
- Enhance document appearance by inserting, positioning, wrapping and sizing graphic images
- Create tables including the following: format cells, insert/delete columns/row, change row heights, sort table columns and merge/split cells
- 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
- Use Mail Merge to create or edit letters, forms, labels, envelopes and know how to insert fields

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 order of precedence
- Create formulas using functions such as, but not limited to sums, averages, minimums, maximums and counts
- 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
- 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
- Format columns or rows using the fill series
- Change size of columns and/or rows
- Insert and edit Comments/Annotation
- Insert Clipart, Graphics, Sparkline’s, and Textboxes in a spreadsheet or chart
- Plan, create and sort lists by single and multiple fields
- Use Conditional Formatting and filter/sort data
- Create and modify charts including chart type (i.e. bar or pie) and range options
PRESENTATIONS: Use presentation programs to prepare, edit and manipulate slides

- 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, sort 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
- Insert Microsoft objects or images and modify their style
- Insert, resize, rotate and recolor a ClipArt image, text box or SmartArt
- Insert headers or footers and modify their placement
- Create, preview and print slides, handouts and speaker notes

COURSE GUIDELINES

The purpose of this course is to expand your knowledge of computer software to include the Windows Operating System (Windows 7), Windows File Management, email, Word, Excel & PowerPoint (Microsoft Office 2010) to establish basic computer proficiency. You will be required to work through Chapters (Tutorials) & Cases in your book and other information given to you to enhance your computer knowledge. Because this is a skills class, the basic concept is to learn the skill and review it by completing cases until the skill is learned. The following is a list of suggestions to help you complete the course:

- Log on to Canvas and work on the Assigned Deadline by starting on Deadline 1, Assignment 1 and follow the Assignment outline instructions
- Complete the course work on time – it is up to you to manage your time wisely by scheduling the appropriate time you need to work through the assignments – Do NOT WAIT until the due date to start!
- You should be logging online at least 2-3 times a week.
- Ask faculty for help when you have difficulty as we here to help you succeed - don’t wait until you are behind. If you live in the St. George area, you can come to the Smith Computer Center during posted Faculty hours (found under Schedules, Deadlines, Checklists, etc. Page) to get faculty help. Help is also available at Hurricane Center Tue & Thur from 4-8 pm Fall and Winter semesters..
- Submit ALL work before or by the deadline date.

CLASS PROCEDURES

This class is a skills class. You will be graded on your ability to perform certain functions on the computer in addition to the regular memorization of material. The course work is divided into four major areas of study as identified in the preceding objectives. If you already have skills in any of the areas listed, you may test out of that portion of the class by following the procedures listed in the test-out section of this syllabus.

Students are assigned a specific order of completion by virtue of the Weekly Deadlines Sheet found under the Syllabus link in. All students will begin with the Concepts/Windows/E-mail section and then
complete the other three sections—Word Processing, Spreadsheet, and Presentations—as shown on the individual student’s Weekly Deadline Sheet. The student will start on Deadline 1, Assignment 1 outline from CANVAS. Follow the instructions given on the assignment outlines to meet the criteria needed to be prepared to test. You may also check deadlines on your assignment checklists, which are found under Schedules, Deadlines, Checklists, etc. Page, and can be used to help you determine which assignments should be submitted.

**Assignment Correction:** Student MUST correct their completed assignments. The assignment keys are available in Canvas. Assignments are 20% of your grade. Make sure your assignments are completed correctly to receive full points possible. In order to test you must meet the minimum points required for each section found on bottom of your assignment checklists. *Please note that students must have folder cleared before taking the test.* Check with faculty if you have questions.

**Assignment Identification:** Type your Name + last 2 digits of Student ID and Assignment Filename on every single assignment. Assignments will be docked points if your printed identifying information is missing. Note: It is not acceptable to share your work with any other student. Students caught doing so will be subject to penalties for violation of Dixie State College’s Code of Conduct.

**Assignment Guidelines & Submission:**
- Assignments are turned in by Deadline – Weekly Deadlines are found in Canvas under the Syllabus & Course Information link.
- Turn in assignments as a section (all Deadline assignments) rather than one at a time.
- Students will have between 4 to 8 assignments to submit for each deadline. Assignments should be submitted in assignment order as listed on the checklists.
- Students turning in two or more tutorials (at the same time) for a section test MUST also turn in their USB disk. Faculty reserve the right to request disks at any other time.
- Students will be given points for assignments submitted and you will NOT be able to make corrections and resubmit. Please check your work with the key if you want total possible assignment points.
- 50% of homework tutorials must be completed on time or the student will take a late test with a max of 80%. If a section has two tutorials, one section may be late and no penalty will be assessed. If a section has four tutorials, two sections may be late and no penalty will be assessed. This is true as long as ALL late work is completed by test date, otherwise the students must take a late test. Please review the assignment checklists in Canvas for total points required to test.
- Assignments must be submitted before the SCC closes on the assignment due date to be on-time.
- All homework MUST be completed and cleared 24 hours before you test.
- Each section has an assignment outline which provides instructions, row by row, on the steps needed to finish a section. There are approximately 1-4 assignments per tutorial (chapter). *Students should check their work against the Assignment Keys found on Canvas and make corrections before submitting work to the instructor.*
- Faculty will correct weekly assignments, and post the section homework and test grade in Canvas after the test is completed.

**Weekly Deadlines & Checklist:** You can find a copy of each group’s Weekly Deadlines for homework and testing on Canvas under the Schedules, Deadlines, Checklists, etc. Page. These are also posted at the bottom of the Checklists for each of the four sections.
TESTING

The following guidelines will be used for testing:

- Each section test should be taken on or before the deadline date assigned to the student on their Weekly Deadline sheet. You may take any test earlier than the posted deadline as long as your homework is cleared by an instructor.
- Tests must be taken at the Dixie State College Smith Computer Center Grading Station.
- When taking a test bring picture ID and your folder to the Grading Station.
- 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.
- If you miss a test, you may take the test late for a maximum score of 80%. **In order to take the test late, however, you must take it within one week of the original test due date.** A 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 under standard procedures and using the retake to improve a score.
- You should allow one hour for each test. If you need more time on testing, please provide faculty that information before starting the test.
- Students should make sure they submit work to be cleared for testing at least 24 hours before their scheduled test. Students should also verify they are cleared to test before coming to the Grading Station for their scheduled test.
- The test will score itself on completion and you will know your score immediately. If you have problems on any question during the test, please ask for faculty assistance at that point; not after the test is completed. If you receive below 70% on a test, please ask faculty about retake options.

TEST RETAKE

Each student is allowed one test retake for each of the four sections per semester. The guidelines for using these retakes are as follows:

- The retake option may only be used to retake a previously taken test with a score less than 90%. With proper review, the student is encouraged to retake a test ASAP after completing the test the first time, however students must wait at least one day.
- Retakes may be taken on late tests for a maximum score of 80%.
- The retake may not be used to “take” a missed test. See bulleted item for late test under Testing Procedures for taking a test that is missed.
- Retakes may only be taken up to the retake deadline posted on Weekly Deadlines and on the bottom of checklists.
- A test may not be taken more than twice in a given semester. If a student chooses a Test Out option, and the regularly scheduled test is a second attempt, then it is scored as a retake.
TEST OUT PROCEDURES

If you already have skills in any of the areas listed, you may test out of that section of the class by taking the appropriate section test. The test out for any or all sections must be completed during the test-out dates posted at the beginning of the semester. These deadline dates are posted on your Weekly Deadline Sheet and on the bottom of each checklist.

- Students may test out of any or all four sections of CIS 1200. YOU MUST SCHEDULE AN APPOINTMENT IN ORDER TO TEST OUT. Students must first read, and follow, the Test Out Procedures found on Canvas, complete their orientation, complete the orientation quiz, then schedule an appointment in the Appointment Scheduler for each test they plan on Testing Out.
- You must purchase a SAM Assessment/Training License at the Bookstore to get access to the testing.
- The minimum score for testing out successfully is 80%.
- The student may test out only one time during a given semester. This applies to students who drop early sections of the course and re-register for later 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.
- If the student is unsuccessful, he/she must complete the original set of assignments for any section not passed and must take the test again on or before the original posted deadline date for that section. A Test Out score below 80% will be posted as a 0 and will not be averaged into the final 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 retake which is maximum of 80%.
- When a student completes the test out process, all remaining sections must be completed according to your scheduled deadlines. A student has the option to finish the remaining sections early. Please review your Weekly Deadlines sheet in your folder to verify the testing dates for remaining sections for which you did not test out.
- Tests may only be taken twice in a given semester. If you choose to test out and are unsuccessful, that is one attempt. You may then take the test a second time in the regular deadline time frame, but you may not use a retake to take the test a third time.

INTEGRITY

We expect students to act with integrity and honesty during all aspects of this course. We expect students to do their own work without taking the work from another student. We expect students to say NO when asked to share their work or USB disks with another student. If you are caught in a bind and work is not complete, contact faculty for advice. You are allowed a small leeway with late assignments (5-10 pts) before it will affect your grade in any way. The DSC Student Code of Conduct prohibits cheating by students. We have a Zero Tolerance policy. If you act with integrity at all times, you will succeed. The student will not be allowed to drop the course after an F is posted for cheating according to DSC policy. There will be no exceptions.

The following items refer to common actions that are considered cheating but the list is not limited: to these items:
- Sharing work with any other student(s). So there is no question, this means you need to sit at your own computer, do your own work and save it to your own disk. Sitting and watching another student complete the assignments while you read from the book is not acceptable. You may, however, discuss assignments and the best way to complete them with anyone as long as the bottom line shows that you are actually
doing your own work.

- Giving your work to another student to modify and pass off as their own.
- Copying assignment keys and turning them in as your own work.
- Inputting course information into PDA’s, cell phones, or other electronic or paper devices to be used during a test to look up answers. This includes your own skin, using your book, notes, software, neighbor or any other source for help during a test.

**GRADING**

**Computer Literacy Requirement.** The CIS Department at Dixie State College 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 College 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. All tests in the course must be passed with a minimum of 80% to achieve a grade of B- or better.

The student’s final grade is based on homework and the final test scores of the four course sections. Homework will account for 20% of the grade. The four test scores will be the remaining 80% of the grade. If the grade for the four tests meets the 80% requirement, the scores will be averaged. If the test scores falls between 70% and 80%, the maximum grade recorded will be 79% (*see example below), If any one of the test scores falls below 70%, the CL requirement will not be met (** see example below).

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

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>A-</th>
<th>B</th>
<th>B-</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td></td>
<td></td>
<td>87-89</td>
<td></td>
<td>77-79</td>
<td></td>
<td>67-69</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90-93</td>
<td>A</td>
<td></td>
<td>83-86</td>
<td>B</td>
<td>73-76</td>
<td>C</td>
<td>63-66</td>
<td>D</td>
<td>60-62</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>B</td>
<td>80-82</td>
<td>B-</td>
<td>70-72</td>
<td>C-</td>
<td>60-59</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example of Student TEST SCORE Grades (including Homework):

<table>
<thead>
<tr>
<th>Student 1</th>
<th>95 for HW</th>
<th>99</th>
<th>89</th>
<th>91</th>
<th>95</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>86</td>
<td>85</td>
<td>90</td>
<td>74</td>
<td>94%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student 2</th>
<th>90 for HW</th>
<th>86</th>
<th>85</th>
<th>90</th>
<th>74</th>
<th>79%*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>85</td>
<td>85</td>
<td>85</td>
<td></td>
<td></td>
<td>69%**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student 3</th>
<th>75 for HW</th>
<th>87</th>
<th>65**</th>
<th>85</th>
<th>92</th>
<th>69%**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>87</td>
<td>65**</td>
<td>85</td>
<td>92</td>
<td></td>
</tr>
</tbody>
</table>

*Not mathematically correct but one test falls below 80%, so the highest grade posted will be 79% (C+).

**Not mathematically correct but Student 3 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.**