



Division of Business and Computer Information Systems

CIS 100F, Introduction to Personal Computers
Spring Semester, 2023

CRN 22105

Units 4

Days and Hours of Class Online — no class activity on campus

Online

Office Hours: (On campus) Monday and Wednesday 11:30 to 12:30 in 511
(Online) - Monday through Thursday, 7:00 p.m. to 8 p.m. and Friday, 7:00 p.m. to 8:30 p.m. The professor will be monitoring her email during these online office hours and answering the incoming emails in the order that they arrived. If she does not answer your email immediately, she is busy with another student and will get to you in order.

Professor: J. Troop, B.A., M.A., Microsoft Certified Office Specialist

Professor's

Web site: <http://staffwww.fullcoll.edu/jtroop>

Office

Telephone: 714-992-7206 (unavailable this semester)

Office: (unavailable this semester)

Text: Information on how to get your textbook is included in this syllabus.

E-mail: jtroop@fullcoll.edu

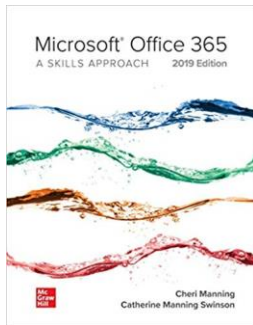
Materials: Text, computer, Internet access

The 511 computer lab will be open some days during the week. The college has laptops available to students to borrow to take online classes. If you need one, contact Student Services. That department is listed on the school website at <https://coronavirus.fullcoll.edu/2020/04/14/laptops-available-to-students/>

Getting the CIS 100 Textbook

A SimNet account code gives the student access to the class textbook and the electronic assignments material.

Simnet is a simulation of the application programs you will be learning. By using a simulation for your textbook work, the program can help you learn the applications (Word, Excel, and PowerPoint) by showing you how the applications work and letting you know when you have made mistakes. It is somewhat like a flight simulator; you can make mistakes without actually dying.



The textbook can be purchased as a SimNet access code only or as a bundle that includes both the loose-leaf book and the access code.

The college bookstore currently lists the access code only for about \$150 and the bundle for about \$170.

A much less expensive way to get the access code, or to get a 14-day temporary code, is to follow these steps:

Watch the Video at <http://video.mhhe.com/watch/ihWtpoBdTpz1skcgEiogPu>

Getting Office 2019

This course uses Office 2019. In order to complete some of the Simnet assignments you must use Office 2019 programs. This class and the Simnet assignments are not compatible with the Web version of Office. You must download and install the version of office that runs on a local computer.

1. Go to the web site <https://o365.fullcoll.edu/>
2. Click the Login button at the bottom of the page.
3. For the user ID enter your student email address in the format of **XXXXXX@fullcoll.edu** where XXXXXX is your student ID number. For example, 123456@fullcoll.edu
4. For the password enter your MyGateway password. This is the password you used when you registered for class.
5. Click the Install Apps drop-down on the right side of the screen.
6. Choose Microsoft 365 apps.
7. Run the downloaded program.
8. Once Office has been installed, run it and login to your school account (student id@fullcoll.edu).

Turning in Assignments

How do you turn your assignments in? How you turn them in depends on the type of assignment.

Information on how to submit work through Canvas is included in this syllabus. It is also available on Canvas itself.

- **Files Created while using the simulation program (Simnet)**

Documents (files) created in Simnet will be submitted right from Simnet. They will be passed on into Canvas for you. This will be transparent to you.

Remember, Simnet is not the actual application program; it is a program that looks like the application program (again, Word, Excel, or PowerPoint) and that coaches you while you learn how to use the skills presented in the textbook. It also grades your efforts.

- **Assignments where You Work on Actual Word, Excel, or PowerPoint files (not Simnet)**

Those documents (files) that you are asked to download, edit in the application programs, and then submit online need to be uploaded directly through Canvas. This is because they are created by using the actual application program, not Simnet. You don't need Simnet to upload the finished file for you.

Course Description: Four hours lecture per week. This is a beginning course that introduces general non-technical introductory computer concepts and teaches students how to be productive with Microsoft Office 2019 (Word, Excel, a database, PowerPoint), how to work with the Windows operating system and various tools for the Internet. This class is suitable for both beginners and those wishing to expand their computer skills. *This course will satisfy the Area E General Education requirements for transfer to CSU or UC.*

Student Learning Outcomes Upon successful completion of this course, the student will be able to:
Use Microsoft Word to create and edit professional business documents that include formatting, styles, and graphics.

Use Microsoft Excel to create and edit professional spreadsheets that use basic formulas, graphs, and sensitivity analysis.

Use Microsoft PowerPoint to create and deliver a presentation that includes designs, transitions, and graphics.

These student learning outcomes are by no means everything you will learn in this class.

Student Integrity and Other Information

Any copying of files and turning them in as one's own, plagiarism, or other form of cheating may subject a student to failure of the course in addition to other action stipulated by school disciplinary proceedings.

In order to receive credit for assignments, they must be submitted online by the date and time indicated in this syllabus. No late assignments are accepted. It is in your best interest to start your assignments in plenty of time to finish them early. This avoids getting “stuck” when it is too late to get help.

Required Disabled Students Statement

If you need additional time to complete a test or if you require any special accommodations, you must notify the instructor at the beginning of the term. All students needing special accommodations should be registered with the Disabled Student Center. Otherwise, you will be expected to adhere to the guidelines included in this course syllabus.

Required ADA Statement

Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request of the student (in a timely fashion) and upon verification of disability.

Programs and Versions Statement

You need to be working with current software — Windows 10 and a copy of Microsoft Office 2019. ***Do not attempt to take this class on a tablet, such as an iPad, a phone, or a watch. You can use a Mac.***

This class is for the 2019/365 version of Microsoft Office. Do not use any other version of the software as you may not be able to do all the assignments with an older version because it may not have the feature you are learning or it may have changed, and you will not be able to earn needed points toward your grade.

TEST DATES

<u>Date</u>	<u>Examinations</u>
1/30	Syllabus Quiz
3/1 to 3/4	Word Test
4/19 to 4/22	Excel Test
5/17 to 5/20	PowerPoint Test (serves as final)

Mark these dates on your calendar.

Keeping Up

It is to your advantage not to allow yourself to fall behind in the work. If you work during the week, you may spend some hours over the weekend doing class work. Canvas will not take work that the user attempts to submit late and neither will the professor. The reward is that when you finish, you will have gained further grounding in the fundamentals of personal computing. *The work you put into learning this material pays dividends at work and in your personal life.*

Using a Mac

You may do your work on a Mac. Be sure to indicate that you will be using a Mac by using the appropriate button in the software to change modes. On campus classes would have lecture/demos or in-class exercises done on a Windows-based computer in Room 511. The students would not bring Macs to class. This class is designed for Windows-based computers. If you choose to use a Mac to take this class, yes, you're on your own.

Vacations

Please do *not* schedule a vacation during the weeks in which this class meets unless you submit your work before leaving. You cannot submit late work. Vacations are not valid reasons for a makeup exam. Indeed, a situation like that shows a lack of good planning. If you have a total of two chapters' worth of missing assignments, you may be dropped.

Required Student Conduct Statement

Students have an obligation to become familiar with the college's policies, rules, and regulations and to conduct themselves in a reasonable, respectful manner conducive to attaining their educational goals. The students should refer to the college catalog under the heading *Student Conduct* for additional information.

Required Emergency Response Statement

(This applies to on-campus classes only.)

Please take note of the safety features and study the posted evacuation route either in the hall or in the room. The most direct route to the grass may not be the safest because of the existence of roofing tiles or other potentially hazardous things. During strong quakes, the recommended response is to duck, cover, and hold until shaking stops. Follow the guidance of your instructor. You are asked to go to the designated assembly area. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

Required Grade Appeal Procedure Statement

Please see the Fullerton College Catalog for the final version of this procedure.

Late Assignments, Missed Assignments, Exam Makeups, and Being Responsible for Your Own GPA

The due dates for assignments are listed in this syllabus. ***No late assignments are accepted for full credit. No excuses. Late assignments will receive half credit.***

In order to remain in the class, students must not miss more than two assignments (equivalent of two weeks in a normal on-campus class, be they consecutive or not. Missing that much class means that a student *may* be dropped. This would affect the student's financial aid.

Section (Word, Excel, and PowerPoint) exams consist of two parts, a multiple-choice section and a simulation section. Both of these are scheduled for specific dates and can only be done on particular days. The multiple-choice exam and the simulation exam are timed and can only be taken once. The total points for the exam consists of the points for the multiple-choice part and the simulation part.

The multiple-choice part of the exam closes on the indicate date and there is no makeup. The simulation exam will remain open for one week after the due date, but will only count 50%.

"If you decide not to attend classes for which you have registered, it is your responsibility to officially drop within published deadlines. If fees have not been paid, students who drop classes after the refund deadline

will incur a financial obligation to the college and an administrative hold will be placed on their student records until fees are paid.”

How Grades are Calculated

At the end of the semester, each student’s points are added up. The highest number of points will constitute the top of the A grade range.

Students who have total points equaling 90% and above the highest number of accumulated points will receive an A.

Students who have total points below 90% but at least 80% of the highest number of accumulated points will receive a B.

Students who have total points below 80% but at least 70% of the highest number of accumulated points will receive a C.

Students who have total points below 70% but at least 60% of the highest number of accumulated points will receive a D.

Students who have total points below 60% of the highest number of accumulated points will receive an F. Generally speaking, only those who stop submitting assignments without officially dropping receive a failing grade.

EXAMPLE ONLY

Example: Assume that 1,500 points are possible. Further assume that the highest number of accumulated points by any student is 1,000. This means that the person with 1,000 points gets an A. Those with 999 to 900 points receive an A also. Those with 899 to 800 points receive a B. Those with 799 to 700 points receive a C. Those with 699 to 600 points receive a D. Those with below 600 points receive an F.

Your test points will be posted on Canvas. The points for the assignments you submit will be posted on Canvas.

For the password, use the password you used to enroll. That is the MyGateway password. Write your account number and password down and keep them in your wallet or binder so that you will have them with you in class. The account is free. You may also use a free e-mail account through the school term.

Schedule for the Spring, 2023, Semester CIS 100 — Introduction to the Personal Computer Professor Troop's Online Sections

Getting Started

Assignments

- Go to the professor's website and read the information on submitting your assignments via Canvas. Website address is on the first page of this syllabus.
- Get the book access code online and set up an account.
- Go to the professor's website and read the information on using **Simnet**.
- **See the tutorial videos listed below. The videos are found on the class Canvas page under Resources.**

(1) Completing a SIMbook

(2) Completing a SIMnet Project.

- **READ THIS SYLLABUS AND PREPARE FOR A SYLLABUS TEST online Monday January 30.** It will be available until midnight on this date. You may take it as many times as you wish until the deadline. It is the only quiz/test/exam you will be able to repeat. You need 80 percent on this quiz to avoid being dropped.

These assignments (except for the syllabus quiz) should be done by **midnight, Saturday, February 4.**

Word Module 1

Assignments for Word 2019 -Module 1, Getting Started with Word

- Read Simbook Microsoft Word Module 1(text)
- In each module you will be asked to do the following small segments on the computer:
 - Show Me — optional
 - Guide Me — optional
 - **Try Me — required (you will receive points for this segment)**
- Word 2019 Skills Approach - Ch 1 Skill Review 1.1
- Word 2019 Skills Approach - Ch 1 Challenge Yourself 1.3
- Word 2019 Skills Approach - Ch 1 Fix It 1.6
- Word Module 1 exam

These assignments are due by midnight, Saturday, February 4.

Word Module 2

Assignments for Word 2019 –Module 2, Formatting Text and Paragraphs

- Read Simbook Microsoft Word Module 2 (text)
 - Show Me — optional
 - Guide Me — optional
 - Try Me Segment of Module 2—always required
- Word 2019 Skills Approach - Ch 2 Skill Review 2.1
- Word 2019 Skills Approach - Ch 2 Challenge Yourself 2.3
- Word 2019 Skills Approach - Ch 2 Fix It 2.6
- Word Module 2 exam

In general, this will be the pattern of assignments and due dates for the course.

These assignments are due by midnight, [Saturday, February 11](#).

Word Module 3

Assignments for Word 2019 – Module 3: Formatting Documents

- Read Simbook Microsoft Word Module 3
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Module 3 always required
- Word 2019 Skills Approach - Ch 3 Skill Review 3.2
- Word 2019 Skills Approach - Ch 3 Challenge Yourself 3.4
- Word 2019 Skills Approach - Ch 3 Fix It 3.6
- Word Module 3 Exam

These assignments are due by midnight, [Saturday, February 18](#).

Word Module 4

Assignments for Word—Module 4: Working with Pictures, Tables, and Charts

- Read Simbook Microsoft Word Module 4
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Module 4 required from now on
- Word 2019 Skills Approach - Ch 4 Skill Review 4.2
- Word 2019 Skills Approach - Ch 4 Challenge Yourself 4.4
- Word 2019 Skills Approach - Ch 4 Fix It 4.6
- Word Module 4 Exam

These assignments are due by midnight, [Saturday, February 25](#)

Test on Word Modules 1 through 4

The test (both multiple choice and simulation) will be available from Wednesday, March 1 through midnight, Saturday, March 4. Both the multiple choice and simulation tests are timed and can only be taken once.

Excel Module 1

Assignments for Excel Module 1, Getting Started with Excel

- Read Simbook Microsoft Word Module Excel 1
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Module 1
- Excel 2019 Skills Approach - Ch 1 Skill Review 1.1
- Excel 2019 Skills Approach - Ch 1 Challenge Yourself 1.3
- Excel 2019 Skills Approach - Ch 1 Fix It 1.6
- Excel Module 1 Exam

These assignments are due by midnight, Saturday, March 11.

Excel Module 2

Assignments for Excel Module 2, Formatting Cells

- Read Simbook Excel Module 2
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Module 2
- Excel 2019 Skills Approach - Ch 2 Skill Review 2.1
- Excel 2019 Skills Approach - Ch 2 Challenge Yourself 2.4
- Excel 2019 Skills Approach - Ch 2 Fix It 2.6
- Excel Module 2 Exam

These assignments are due by midnight, Saturday, March 18

Spring Break – March 20 through March 26

Excel Module 3

Assignments

- Read Simbook Excel Module 3, **Using Formulas and Functions**
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Module 3
- Excel 2019 Skills Approach – Ch 3 Skill Review 3.2
- Excel 2019 Skills Approach – Ch 3 Challenge Yourself 3.3
- Excel 2019 Skills Approach – Ch 3 Fix It 3.6
- Excel Module 3 Exam

These assignments are due by midnight, Saturday, [April 1](#).

Excel Module 4

Assignments

- Read Simbook Excel Module 4, **Formatting Worksheets and Managing the Workbook**
 - Show Me — optional
 - Guide Me — optional
- Try Me Segment of Module 4
- Excel 2019 Skills Approach - Ch 4 Skill Review 4.1
- Excel 2019 Skills Approach - Ch 4 Challenge Yourself 4.3
- Excel 2019 Skills Approach - Ch 4 Fix It 4.6
- Excel Module 4 Exam

The assignments are due by midnight, Saturday, [April 8](#).

Excel Module 5

Assignments for Module 5

- Read the Simbook Excel Module 5, **Adding Charts and Analyzing Data**
- Try Me Segment of Module 5
- Excel 2019 Skills Approach - Ch 5 Skill Review 5.2
- Excel 2019 Skills Approach - Ch 5 Challenge Yourself 5.3
- Excel 2019 Skills Approach - Ch 5 Fix It 5.6
- Excel Module 5 Exam

These assignments are due by midnight, Saturday, [April 15](#).

Test on Excel Modules 1 through 5

The test (both multiple choice and simulation) will be available from Wednesday, April 19 through midnight, Saturday, April 22. Both the multiple choice and simulation tests are timed and can only be taken once.

PowerPoint Module 1

Assignments for Module 1, Getting Started with PowerPoint

- Read the Simbook PowerPoint Module 1
- Try Me Segment of PowerPoint Module 1
- PowerPoint 2019 Skills Approach – Ch 1 Challenge Yourself 1.4
- PowerPoint 2019 Skills Approach – Ch 1 Skill Review 1.2
- PowerPoint 2019 Skills Approach – Ch 1 Fix It 1.6
- PowerPoint Module 1 Exam

These assignments are due by midnight, Saturday, April 29

PowerPoint Module 2

Assignments for Module 2, Adding Content to Slides

- Read PowerPoint Module 2
- Try Me Segment of PowerPoint Module 2
- PowerPoint 2019 Skills Approach - Ch 2 Skill Review 2.2
- PowerPoint 2019 Skills Approach - Ch 2 Challenge Yourself 2.4
- PowerPoint 2019 Skills Approach - Ch 2 Fix It 2.6
- PowerPoint Module 2 Exam

These assignments are due by midnight, Saturday, May 6.

PowerPoint Module 3

Assignments for Module 3, Formatting Presentations

- Read PowerPoint Module 3
- Try Me Segment of PowerPoint Module 3
- PowerPoint 2019 Skills Approach - Ch 3 Skill Review 3.1
- PowerPoint 2019 Skills Approach - Ch 3 Challenge Yourself 3.4
- PowerPoint 2019 Skills Approach - Ch 3 Fix It 3.6
- PowerPoint Module 3 Exam

The assignments are due at midnight, Saturday, May 13.

PowerPoint Module 4

Assignments for Module 4, Managing and Delivering Presentations

- Read PowerPoint Module 4
- Try Me Segment of PowerPoint Module 4
- PowerPoint 2019 Skills Approach - Ch 4 Skill Review 4.1
- PowerPoint 2019 Skills Approach - Ch 4 Challenge Yourself 4.4
- PowerPoint 2019 Skills Approach - Ch 4 Fix It 4.6
- PowerPoint Module 4 Exam

These assignments are due by the start of class, midnight, Saturday, May 20.

Test on PowerPoint (Serving as the Final Exam) - Modules 1 through 4

The test (both multiple choice and simulation) will be available from Wednesday, May 17 through midnight, Saturday, May 20. Both the multiple choice and simulation tests are timed and can only be taken once.



Fullerton College
Academic Honesty Policy

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as:
 - A. Stealing or passing off as one's own the ideas or words of another,
 - B. Using a creative production without crediting the source. The following cases constitute plagiarism:
 - Paraphrasing published material without acknowledging the source,
 - Making significant use of an idea or a particular arrangement of ideas, e.g., outlines;
 - Writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment,
 - Submitting under one's own name term papers or other reports which have been prepared by others
2. Students shall not cheat, which is defined as:
 - A. Using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor;
 - B. Misreporting or altering the data in laboratory or research projects involving the collection of data.
3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat. Instructors may deal with academic dishonesty in one or more of the following ways:
 - A. Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); assign an F on all or part of a particular paper, project, or exam (for example, where it was felt that it was a one-time occurrence); or assigning an F in the course as in cases where the dishonesty was serious, premeditated, or part of an ongoing scheme.
 - B. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.



Fullerton College Instructional Computing Acceptable Use Policy

Fullerton College reserves the right to limit, restrict or extend computing privileges and access to its information resources. All campus computing facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Fullerton College. Failure to adhere to the Acceptable Use Policy may result in suspension or revocation of the offender's privilege of access.

The person in whose name the account is issued is responsible for its proper use. Acceptable uses of the computing resources are activities which support learning and teaching at Fullerton College.

Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. All data may be viewed by the system administrator in the course of managing the system.

Unacceptable uses of the computer resources include but are not limited to:

1. Violating individuals' right to privacy.
2. Using profanity, obscenity, or language offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying copyright protected material in violation of copyright law.
5. Playing games.
6. Using the network for financial gain, commercial, or illegal activity.
7. Using the network to access material or make individual contacts or communications which are without educational value in the context of the mission of the college.

The network management accepts no responsibility for harm caused by system use. Logging in now acknowledges that you have read this screen, are familiar with its contents, and agree to act in accordance with the above.

If you will be using the computer labs in rooms 511 and 2200 to do your assignments, make sure your login and password work.



HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL? (Taken from the Class Schedule)

PERSONAL FREEDOM IN HIGH SCHOOL

- Your time is structured by others.
- You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.
- Guiding principles: You will usually be told what your responsibilities are and are corrected if your behavior is out of line.

HIGH SCHOOL CLASSES

- You spend six hours each day— 30 hours per week— in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing what it takes to graduate.

HIGH SCHOOL TEACHERS

- Teachers approach you if they believe you need assistance.
- Teachers have been trained in teaching methods to assist in imparting knowledge to you, the student.
- Teachers present materials to help you understand the material in the textbook.
- Teachers often take time to remind you of assignments and due dates.

PERSONAL FREEDOM IN COLLEGE

- You manage your own time
- You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.
- Guiding principle: You are old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

COLLEGE CLASSES

- You spend 12— 16 hours each week in class. More time will be spent studying, usually two hours for every one hour of time spent in class; if you take 12 units, you will need 24 hours of studying, or 36 hours a week for class activities
- You arrange your own schedule in consultation with a counselor during orientation (new FC students). Schedules tend to look lighter than they really are.
- Graduation requirements are complex and differ for different majors and sometimes for different years. You are expected to know which requirements apply to you.

COLLEGE PROFESSORS

- Professors are usually open and helpful; most expect you to initiate contact if you need help or assistance.
- Professors have been trained as experts in their particular areas of research.
- Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you're studying. They may expect you to relate to the textbook readings.
- Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how it will be graded.

STUDYING IN HIGH SCHOOL

- You may study outside of class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation. You often need to read or hear presentations only once to learn all you need to learn about them.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

TESTS IN HIGH SCHOOL

- Makeup tests are often available.
- Teachers frequently rearrange test dates to avoid conflicts with school events.
- Testing is frequent and covers small amounts of material.
- Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.

GRADES IN HIGH SCHOOL

- Grades are given for most assigned work.
- Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.
- Guiding principle: “effort counts.” Courses are usually structured to reward a “good-faith effort.”

STUDYING IN COLLEGE

- You need to study at least 2-3 hours outside of class for each hour in class.
- You need to review class notes and text regularly.
- Guiding principle: It’s up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you’ve already done so.

TESTS IN COLLEGE

- Make-up tests are seldom an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Testing is usually infrequent, often cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test.
- Mastery is often seen as the ability to apply what you learned to new situations or to solve new kinds of problems.

GRADES IN COLLEGE

- Grades may not be provided for all assigned work.
- Watch out for your first tests. These are often “wake-up calls” to let you know what is expected— but they also may account for a substantial part of the course grade. You may be shocked when you get your grade.
- Guiding principle: “results count.” Though “good-faith effort” is important in regard to the professor’s willingness to help you achieve good results, it will not substitute for results when the professor is giving you a grade.

CIS 100
Introduction to Personal Computers

Assignments.....Poss. Pts Due

Syllabus Quiz20.....Midnight, Mon., 1/30

Word Module 1, Try Me (in the textbook module)10 Midnight, Sat, 2/4
 Word Module 1, Skill Review 1.1.....10 Midnight, Sat, 2/4
 Word Module 1, Challenge Yourself 1.3.....10 Midnight, Sat, 2/4
 Word Module 1, Fix It 1.610 Midnight, Sat, 2/4
 Word Module 1, Module 1 Exam10 Midnight, Sat, 2/4

Word Module 2, Try Me (in the textbook module)10 Midnight, Sat., 2/11
 Word Module 2, Skill Review 2.1.....10 Midnight, Sat., 2/11
 Word Module 2, Challenge Yourself 2.3.....10 Midnight, Sat., 2/11
 Word Module 2, Fix It 2.610 Midnight, Sat., 2/11
 Word Module 2, Module 2 Exam.....10 Midnight, Sat., 2/11

Word Module 3, Try Me (in the textbook module)10 Midnight, Sat., 2/18
 Word Module 3, Skill Review 3.2.....10 Midnight, Sat., 2/18
 Word Module 3, Challenge Yourself 3.4.....10 Midnight, Sat., 2/18
 Word Module 3, Fix It 3.610 Midnight, Sat., 2/18
 Word Module 3, Module 3 Exam.....10 Midnight, Sat., 2/18

Word Module 4, Try Me (in the textbook module)10 Midnight, Sat., 2/25
 Word Module 4, Skill Review 4.210 Midnight, Sat., 2/25
 Word Module 4, Challenge Yourself 4.4.....10 Midnight, Sat., 2/25
 Word Module 4, Fix It 4.610 Midnight, Sat., 2/25
 Word Module 4, Module 4 Exam.....10 Midnight, Sat., 2/25

Word Test50..... Midnight, Sat., 3/4

Excel Module 1, Try Me (in the textbook module)10 Midnight, Sat., 3/11
 Excel Module 1, Skill Review 1.1.....10 Midnight, Sat., 3/11
 Excel Module 1, Challenge Yourself 1.3.....10 Midnight, Sat., 3/11
 Excel Module 1, Fix It 1.6.....10 Midnight, Sat., 3/11
 Excel Module 1, Module 1 Exam10 Midnight, Sat., 3/11

Excel Module 2, Try Me (in the textbook module)10 Midnight, Sat., 3/18
 Excel Module 2, Skill Review 2.1.....10 Midnight, Sat., 3/18
 Excel Module 2, Challenge Yourself 2.4.....10 Midnight, Sat., 3/18
 Excel Module 2, Fix It 2.610 Midnight, Sat., 3/18
 Excel Module 2, Module 2 Exam10 Midnight, Sat., 3/18

Excel Module 3, Try Me (in the textbook module)10 Midnight, Sat., 4/1
 Excel Module 3, Skill Review 3.2.....10 Midnight, Sat., 4/1
 Excel Module 3, Challenge Yourself 3.3.....10 Midnight, Sat., 4/1
 Excel Module 3, Fix It 3.610 Midnight, Sat., 4/1
 Excel Module 3, Module 3 Exam10 Midnight, Sat., 4/1

Excel Module 4, Try Me (in the textbook module)	10	Midnight, Sat., 4/8
Excel Module 4, Skill Review 4.1	10	Midnight, Sat., 4/8
Excel Module 4, Challenge Yourself 4.3	10	Midnight, Sat., 4/8
Excel Module 4, Fix It 4.6	10	Midnight, Sat., 4/8
Excel Module 4, Module 4 Exam	10	Midnight, Sat., 4/8

Excel Module 5, Try Me (in the textbook module)	10	Midnight, Sat., 4/15
Excel Module 5, Skill Review 5.2	10	Midnight, Sat., 4/15
Excel Module 5, Challenge Yourself 5.3	10	Midnight, Sat., 4/15
Excel Module 5, Fix It 5.6	10	Midnight, Sat., 4/15
Excel Module 5, Module 5 Exam	10	Midnight, Sat., 4/15

Excel Exam50..... Midnight, Sat., 4/22

PowerPoint Module 1, Try Me (in the textbook module)	10	Midnight, Sat., 4/29
PowerPoint Module 1, Skill Review 1.2	10	Midnight, Sat., 4/29
PowerPoint Module 1, Challenge Yourself 1.4	10	Midnight, Sat., 4/29
PowerPoint Module 1, Fix It 1.6	10	Midnight, Sat., 4/29
PowerPoint Module 1, Module 1 Exam	10	Midnight, Sat., 4/29

PowerPoint Module 2, Try Me (in the textbook module)	10	Midnight, Sat., 5/6
PowerPoint Module 2, Skill Review 2.2	10	Midnight, Sat., 5/6
PowerPoint Module 2, Challenge Yourself 2.4	10	Midnight, Sat., 5/6
PowerPoint Module 2, Fix It 2.6	10	Midnight, Sat., 5/6
PowerPoint Module 2, Module 2 Exam	10	Midnight, Sat., 5/6

PowerPoint Module 3, Try Me (in the textbook module)	10	Midnight, Sat., 5/13
PowerPoint Module 3, Skill Review 3.1	10	Midnight, Sat., 5/13
PowerPoint Module 3, Challenge Yourself 3.4	10	Midnight, Sat., 5/13
PowerPoint Module 3, Fix It 3.6	10	Midnight, Sat., 5/13
PowerPoint Module 3, Module 3 Exam	10	Midnight, Sat., 5/13

PowerPoint Module 4, Try Me (in the textbook module)	10	Midnight, Sat., 5/20
PowerPoint Module 4, Skill Review 4.1	10	Midnight, Sat., 5/20
PowerPoint Module 4, Challenge Yourself 4.4	10	Midnight, Sat., 5/20
PowerPoint Module 4, Fix It 4.6	10	Midnight, Sat., 5/20
PowerPoint Module 4, Module 4 Exam	10	Midnight, Sat., 5/20

PowerPoint Test (serves as final)50..... all day Sat., 5/20

How to Succeed in this Class

- *Do not **ever** miss a test. They are multiple choice, and are not necessarily difficult. Submit your assignments **on time** as no late assignments are accepted.*
- *Do not help others on their tests because they may end up with more points than you and receive a better grade (and they probably won't even thank you).*