Division of Business and Computer Information Systems
CIS 100F, Introduction to Personal Computers
Spring Semester, 2020

CRN: 24403

Day/Hrs.: Tuesdays and Thursdays, 4:15 p.m. to 6:20 p.m.

Units: 4

Office Hours: Monday 4:00 p.m. to 5:00 p.m.
Tuesday 6:30 p.m. to 8:00 p.m.
Wednesday 5:30 p.m. to 6:30 p.m.
Thursday 6:30 p.m. to 8:00 p.m.

Although the professor does not have office hours every day, she is often on campus. If you need to see her, call and schedule an appointment.

Classroom: 314

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

Professor’s Web site: http://staffwww.fullcoll.edu/jtroop

Office Telephone: 714-992-7206

Office: 511-02-to enter her office, go through Room 511 (the computer lab)

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

E-mail: jtroop@fullcoll.edu

Materials: Text, writing materials, USB flash drive, textbook

Printing: Prepayment for lab printing (Pay for printing in advance at the bookstore if you plan to print in the campus labs.) Printing is free in the classroom.
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 is:

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:

1. Make a note of the class CRN number because you will use it later. Log in to your Canvas class.
2. Click one of the assignments links on the Canvas page. This will take you to the Login page for Simnet. See Figure 1.

![SimNet Login Page](image)

*If you already have a SimNet account, you merely log into the course.*
3. To purchase an online code, click the Buy Online Now link. You are taken to the page shown in Figure 2 where you can purchase a code.

4. This is done by answering some questions.

5. As shown in Figure 2, click Yes to attending Fullerton College, and click No to already having a SimNet account. After choosing, click the Next button to go to the screen shown in Figure 3.

6. Check the Terms of Service check box, shown in Figure 3, and then click Next to go to the screen in Figure 4.
7. In Figure 4, you see a list of SimNet classes. Locate your class by using the CRN number (that would be 24403 for the spring, 2020 semester). Then click on the class, and click Next to go to the screen shown in Figure 5.

![Figure 4](image1)

8. Choose the Textbook. Make sure you click the SIMnet Skills Approach textbook as indicated in Figure 5. Click Next to go to the screen shown in Figure 6.

![Figure 5](image2)
9. You will be asked to register by giving the information required as shown in Figure 6. Make sure you remember your login information. After filling in the needed information, click Next.

![Figure 6](image)

10. You will then be asked for the payment information. Either an access code or a confirmation will be sent to your email. Make sure to write down your login information user name and password.

After getting your access code or establishing your account, you can access Simnet resources from Canvas. The first time you click on an assignment link, you will either (1) be asked to enter an access code and create your account or (2) to log into your Simnet account using the login information you created when you purchased the account.

After logging into your Simnet account through Canvas the first time, you don’t have to enter your login information again.
Turning in Assignments

How do you turn your assignments in? You may use one of four ways. How you turn them in depends on the type of assignments they are.

- **Files Created during the Lecture/Demonstration given by the Professor**
  Files created during the lecture/demonstration are created in the actual application programs themselves. These would be Word, Excel, or PowerPoint. The files need to be saved on your usbs and then submitted directly via Canvas. *These files are not created inside of the simulation program (Simnet).*

  Information on how to submit work through Canvas is included in this syllabus/available on the professor’s website/(and/or) 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.

- **Homework 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.

- **Some In-class Exercises**
  Some, but very few files, may be printed in the classroom and submitted to the professor there.

Getting Help Getting Started

If you need help getting started, you may ask the instructional assistant in the 511 lab for help. She is also knowledgeable in the application programs. She (Regina Daxon) is on duty in the lab, Room 511, from approximately 6:30 a.m. until around 4 p.m., Monday through Thursday. She comes in later on Friday. Her hours are subject to change, but you will probably get her in the morning to early afternoon when you are mostly likely to be here anyway.

*Lab aides are available who can help you with logging on, printing and scanning but are not allowed to help you with assignments.* Most students are familiar with Canvas and don’t mind explaining to other students how to use it. Printing in the classroom is free.
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 full credit for homework assignments, they must be submitted online via Canvas by the date and time indicated in this syllabus. No late assignments are accepted, no excuses. 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.

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.

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 may do work off campus (provided you have Windows 10 and a copy of Microsoft Office 2019 on a computer there), in the computer labs 511 and 2200 on campus, or in the LLRC (library).

This class is for the 2019 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.
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.**

**Do Not Use a phone for this Class, but you can use a Mac**

*Generally speaking, educational simulation software does not show you all that you need to see on a phone. If you cannot see what is expected of you, you cannot do it. Ergo, you cannot get points for the work.*

*You may do your homework on a Mac. Be sure to indicate that you will be using a Mac. There is a button in the software to change modes. Any lecture/demos or in-class exercises will be done on a Windows-based computer in Room 314. Do not bring your Mac to class. This class is designed for Windows-based computers. If you choose to use a Mac to take this class, yes, you are 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 two absences, you may be dropped.

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.

Emergency Response Statement

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.

Grade Appeal Procedure Statement

Please see the Fullerton College Catalog for final version of this procedure.
Disrupting the Class by Talking on a Cell Phone or Arriving Late

Talking with other students or on the phone while the instructor is addressing the class is not only rude but causes you, and the people around you, to miss information. The instructor may drop you on grounds of being disruptive to the class if you talk while she is addressing the class. This is your warning in writing. Do not say that you never received it. *Sitting in the back of the class is not an excuse for talking.* Coming into class late also disrupts the class. Asking other students to get you up to speed on a spreadsheet the class has already started is disruptive. Be on time. If being on time is impossible, drop the class.

Entertaining Yourself on the Internet during Class

As you are no doubt aware, many of our classes are impacted. It is not always easy to find an open class at the time you want it, and the books and fees are relatively expensive. That said, it makes no sense to use class time to be on the Internet on one of our computers or on your cell phone when it is a very common activity that can be done during some of the other approximately 164 hours of the week that are not spent in class.

You paid for your time in this class, you paid for the book, and in many cases other students who needed this class could not enroll in it when it filled up because you took a seat here. Make your time here count toward learning skills that will help you earn more money. Unlike a poetry class, CIS classes give you skills that can be turned into cash. (I really have nothing against poetry itself.) We all love the Internet, but use it some other time. The only exception would be the seventh game of a World Series in which the Dodgers and Angels are playing each other.

*Please do not labor under the assumption that the instructor cannot see that the Internet has been minimized or that she cannot see what’s on your screen from her own instructor computer. She can view your screen through the use of specialized software installed at her demo station. Think about it.*

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. No excuses.* In order to remain in the class, students must not miss more than two class meetings (be they consecutive or not). Missing that many class meetings means that a student may be dropped. This would affect the student’s financial aid.

Know that makeup exams are *much, much more difficult* than the exams they replace. Take your tests when they are scheduled.

“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.

Since this is an on-campus class, your test grades may not be posted on Canvas. The professor will bring the test grades rubric and points to class after the tests have been graded (usually within a week) and you may see them then. The points for the assignments you submit will be posted on Canvas.
Lab Hours

Following are the hours of operation for this semester for the lab we use for CIS classes. If you do not have access to a computer, you may use the lab available to students in this class. Computers are also available in the library. The telephone number for 511 lab is 714-992-7000, extension 24297. It will be closed in observance of holidays when the school is closed.

<table>
<thead>
<tr>
<th>511 Lab (Room 511)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Days</strong></td>
</tr>
<tr>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
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</tbody>
</table>

Initially Logging onto the Computer

You must have a computer account and password in order to log on to the computers in the classroom or in the labs. When you log on in the lab or in the classroom, you may have to initially press Ctrl-Alt-Delete to display the login screen. Use your student ID number for the user name (but leave off the @ symbol). For example, if your id number is 00007034, you would use this number for the user name.

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.

TEST DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 30</td>
<td>Syllabus Quiz</td>
</tr>
<tr>
<td>Tuesday, March 3</td>
<td>Word Test</td>
</tr>
<tr>
<td>Thursday, April 23</td>
<td>Excel with Database Test</td>
</tr>
<tr>
<td>Tuesday, May 19</td>
<td>PowerPoint Test</td>
</tr>
</tbody>
</table>

Mark these dates on your calendar. Make-ups are much, much, harder than the scheduled tests.
Schedule of Lectures, Tests, and Assignments  
CIS 100 — Introduction to the Personal Computer  
Spring Semester, 2020

Week 1  
Tuesday, January 28 and Thursday, January 30

This week’s Activities

Tuesday

• Go over syllabus
• Introduction to class
• Trip to lab

Thursday

• Interest Survey
• Syllabus Quiz*

Homework Assignments

o Get the book access code at the Fullerton College bookstore or online and set up an account by Tuesday February 4.

o Get a USB flash drive for use in class by Tuesday, February 4. It does not have to be brand new.

o Go to the 511 computer lab and make sure that your college account and password work (the password is the one you used on MyGateway when you registered) before coming to class on Tuesday of next week because you will be using the computers next week. Be sure to bring the usb with you February 4 and class meeting after that.

o Go to the professor’s website and read the information on submitting your assignments via Canvas by February 4.

o Go to the professor’s website and read the information on using Simnet by February 4.

o Homework: See videos (1) SIMnet Registration in Canvas (tutorial video), and (2) Completing a SIMbook (tutorial video) and (3) Completing a SIMnet Project (tutorial video) which are located on the Canvas page under Resources.

o *READ THIS SYLLABUS AND PREPARE FOR A SYLLABUS TEST ON THURSDAY OF THIS WEEK, JANUARY 30.
This week’s Activities

- Lecture/demonstration on Chapter 1 of Word, Getting Started (Be sure to bring your USB.)
- Lecture/Demonstration on Chapter 2 of Word, Formatting Text and Paragraphs (always bring your USB with you)

- Homework: See videos (1) Completing a Simbook and (2) Completing a Simbook Project and SiMnet Registration in Canvas. The videos are found on the class Canvas page under Resources.

Homework for Word 2019 - Chapter 1

- Read Simbook Microsoft Word Chapter 1(text)
  - In each chapter 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 Chapter 1 exam

Homework for Word 2019 – Chapter 2

- Read Simbook Microsoft Word Chapter 2 (text)
  - Show Me — optional
  - Guide Me — optional
  - Try Me Segment of Chapter 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 Chapter 2 exam

These homework assignments are due by the start of class, Tuesday, February 11.

Any files created from the lecture/demonstration and any in-class exercise(s) for these chapters are due at the same time. Files from the lecture/demonstration as well as any in-class exercises should be submitted on Canvas directly because they are not part of Simnet. In general, this will be the pattern of assignments and due dates for the course.

The lecture/demonstration refers to the document you create while following the demonstration that the professor presents to accompany her lecture. It acquaints you with the skills contained in the chapter by doing them along with a teacher.

An in-class exercise is an assignment you do on your own while in class without a lecture. It demonstrates that you can apply the skills you have learned without being guided by a teacher. We will do these occasionally when time permits.

The chapter exams are part of the homework. Examples are the Word Chapters 1 and 2 exams above.
Week 3  
Tuesday, February 11 and Thursday, February 13

This week’s Activities  
Lecture and Demonstration on Chapter 3: Formatting Documents  
If time permits, an in-class exercise based on the skills learned in Chapter 3

If necessary, review the previous page for the difference between a lecture/demonstration and an in-class exercise.

Homework for Word 2019 – Chapter 3
- Read Simbook Microsoft Word Chapter 3
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Chapter 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 Chapter 3 Exam

These homework assignments are due by the start of class, Tuesday, February 18. Any files created from the lecture/demonstration and any in-class exercise(s) for this chapter are due at the same time and should have been submitted directly on Canvas by then.

Week 4  
Tuesday, February 18 and Thursday, February 20

This week’s Activities  
Word—Lecture and Demonstration on Module 4: Working with Pictures, Tables, and Charts  
If time permits, possibly an in-class exercise based on the skills presented in Chapter 4

Homework for Chapter 4
- Read Simbook Microsoft Word Chapter 4
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Chapter 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 Chapter 4 Exam

These homework assignments are due by the start of class, Tuesday, February 25. Any files created from the lecture/demonstration and any in-class exercise(s) for this chapter are due at the same time and should have been submitted directly on Canvas by then.
Week 5

Tuesday, February 25 and Thursday, February 27

This week’s Activities

- Word—Lecture and Demonstration on the Mailings Addendum
- If time permits, possibly an In-class exercise on merging a main document in Word with a recipients list in Excel

Homework Assignment for Module 4

- Read Simbook chapter on Word Mailings Addendum

As this chapter is an addendum, although an important one, it is not as fully developed as a regular chapter. Therefore, there will not be as much to turn in as in other chapters.

For this chapter, submit the documents created during the lecture/demonstration as well as the in-class exercise by the start of class Tuesday, March 3.

Week 6

Tuesday, March 3 and Thursday, March 5

This week’s Activities

**Tuesday, Exam on Word—hands-on test only**

Thursday—Lecture/Demonstration on Excel Chapter 1, Getting Started with Excel
If time permits, possibly an in-class exercise based on the skills presented in this chapter.

Homework Assignment for Excel Chapter 1

- Read Simbook Microsoft Word Chapter Excel 1
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Chapter 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 Chapter 1 Exam

These homework assignments are due by the start of class, Tuesday, March 10. Any files created from the lecture/demonstration and any in-class exercise(s) for this chapter are due at the same time and should have been submitted directly on Canvas by then.
Week 7
Tuesday, March 10 and Thursday, March 12

This week’s Activities
Lecture/Demonstration on Excel Chapter 2, Formatting Cells
If time permits, possibly an in-class exercise based on the skills presented in this chapter.

Homework Assignment for Excel Chapter 2
- Read Simbook Excel Chapter 2
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Chapter 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 Chapter 2 Exam

These homework assignments are due by the start of class, Tuesday, March 17. Any files created from the lecture/demonstration and any in-class exercise(s) for this chapter are due at the same time and should have been submitted on Canvas by then.

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Week 8
Tuesday, March 17 and Thursday, March 19

This week’s Activities
- Lecture/Demonstration on Excel Module 3 - Using Formulas and Functions
- If time permits, possibly an in-class exercise based on the skills presented in this chapter.

Homework Assignment
- Read Simbook Excel Chapter 3
- Show Me — optional
- Guide Me — optional
- Try Me Segment of Chapter 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 Chapter 3 Exam

These homework assignments are due by the start of class, Tuesday, March 24. Any files created from the lecture/demonstration and any in-class exercise(s) for this chapter are due at the same time and should have been submitted on Canvas by then.
Week 9
Tuesday, March 24 and Thursday, March 26

This week’s Activities
- Lecture/Demonstration on Chapter 4 — Formatting Worksheets and Managing the Workbook
- If time permits, possibly an in-class exercise based on the skills presented in this chapter

Homework Assignment
- Read Simbook Excel Chapter 4
  - Show Me — optional
  - Guide Me — optional
- Try Me Segment of Chapter 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 Chapter 4 Exam

The homework assignments as well as any files created from the lecture/demonstration and any in-class exercise for this chapter are due by the start of class, Tuesday, March 31 and should have been submitted on Canvas by that date.

Week 10
Tuesday, March 31 and Thursday, April 2

This week’s Activities
Lecture/Demonstration on Chapter 5 — Adding Charts and Analyzing Data
If time permits, possibly an in-class exercise based on the skills presented in this chapter.

- This lecture will be primarily on databases in Excel and will be more comprehensive than the Simbook chapter. The instructor will bring the handouts. You will construct a database from them and learn how to organize your data.
- Also do the usual homework.

  If necessary, review the information on the professor’s website on how to submit assignments via Canvas as the file created during the lecture/demonstration will need to be turned in via Canvas to get credit for it.

Homework Assignment
- Read the Simbook Excel Chapter 5
- Try Me Segment of Chapter 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 Chapter 5 Exam

These homework assignments are due by the start of class, Tuesday, April 14. Any files created from the lecture/demonstration and any in-class exercise(s) for this chapter are due at the same time and should have been submitted on Canvas by then.
Week 11
Tuesday, April 7 and Thursday, April 9

Spring Break – College is Closed

Week 12
Tuesday, April 14 and Thursday, April 16

This week’s Activities
- Review database functions as well as SUMIF and COUNTIF functions
- Distribution of the reference pages on database functions as well as SUMIF and COUNTIF
- Do the Customer database project as an in-class exercise. This should be done on your own; there will be no lecture except an overview of the exercise and a review of the handout.
- If time permits, possibly an in-class exercise based on the skills presented in this chapter.

The Customer database file is due via Canvas before class starts Tuesday, April 21.

Week 13
Tuesday, April 21 and Thursday, April 23

This week’s Activities
- Tuesday - Lecture/Demonstration on PivotTables and PivotChart (part of Chapter 5)
- Thursday - Test on Excel including Databases but not PivotTables

There is no homework for PivotTables or PivotCharts

The file created in the lecture/demonstration of Pivottables is due by the start of class, Tuesday, April 28. It should have been submitted on Canvas by then.
Week 14
Tuesday, April 28 and Thursday, April 30

This week’s Activities
- **Tuesday** — Lecture/Demonstration on PowerPoint Chapter 1 — **Getting Started with PowerPoint**
- **Thursday** — Lecture/Demonstration on PowerPoint Chapter 2 — **Adding Content to Slides**
- If time permits, possibly an in-class exercise based on the skills presented in this chapter.

Homework Assignment for Chapter 1
- Read the Simbook PowerPoint Chapter 1
- Try Me Segment of PowerPoint Chapter 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 Chapter 1 Exam

Homework Assignment for Chapter 2
- Read PowerPoint Chapter 2
- Try Me Segment of PowerPoint Chapter 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 Chapter 2 Exam

These homework assignments are due by the start of class, **Tuesday, May 5**. Any files created from the lecture/demonstration and any in-class exercise(s) for these chapters are due at the same time and should have been submitted on Canvas by then.

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Week 15
Tuesday May 5 and Thursday, May 7

This week’s Activities
- Lecture/Demonstration on PowerPoint Chapter 3 — **Formatting Presentations**
- If time permits, possibly an in-class exercise based on the skills presented in this chapter

Homework Assignments for Module 3
- Read PowerPoint Chapter 3
- Try Me Segment of PowerPoint Chapter 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 Chapter 3 Exam

The homework assignments as well as any files created from the lecture/demonstration and any in-class exercise for this chapter are due by the start of class, **Tuesday, May 12** and should have been submitted on Canvas by that date.
Week 16  
Tuesday May 12, and Thursday, May 14

This week’s Activities

Tuesday — Lecture/Demonstration on PowerPoint Module 4 — Managing and Delivering Presentations

Thursday — Practice Final

Homework Assignment for Module 4
- Read PowerPoint Chapter 4
- Try Me Segment of PowerPoint Chapter 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 Chapter 4 Exam

These homework assignments are due by the start of class, Tuesday, May 19. Any files created from the lecture/demonstration and the practice final are due at the same time and should have been submitted on Canvas by then.

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Finals Week

Week 17  
Tuesday, May 19

This week’s activities:
- PowerPoint Test (our final)
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:
   • using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor;
   • 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:
   • 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).
   • 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.

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.

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.

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.

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.

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.

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 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.

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 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.”

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.
Assignments .................................................................................................................................................. Poss. Pts ................... Due
Word Chapter 1 Lecture/Demo. File Created in Class .................................................................. 10 .................. Feb. 11
Word Chapter 1 In-class exercise file created in class (if any) .................................................. 10 .................. Feb. 11
Try Me (in the textbook chapter) ........................................................................................................... 10 .................. Feb. 11
Word Chapter 1, Skill Review 1.1 ............................................................................................................. 10 .................. Feb. 11
Word Chapter 1, Challenge Yourself 1.3 ............................................................................................... 10 .................. Feb. 11
Word Chapter 1, Fix It 1.6 ....................................................................................................................... 10 .................. Feb. 11
Word Chapter 1, Chapter 1 Exam ............................................................................................................ 10 .................. Feb. 11

Word Chapter 2 Lecture/Demo. File Created in Class .................................................................. 10 .................. Feb. 11
Word Chapter 2 In-class exercise file created in class (if any) .................................................. 10 .................. Feb. 11
Try Me (in the textbook chapter) ........................................................................................................... 10 .................. Feb. 11
Word Chapter 2, Skill Review 2.1 ............................................................................................................. 10 .................. Feb. 11
Word Chapter 2, Challenge Yourself 2.3 ............................................................................................... 10 .................. Feb. 11
Word Chapter 2, Fix It 2.6 ....................................................................................................................... 10 .................. Feb. 11
Word Chapter 2, Chapter 2 Exam ........................................................................................................... 10 .................. Feb. 11

Word Chapter 3, Lecture/Demo. File Created in Class .................................................................. 10 .................. Feb. 18
Word Chapter 3, In-class exercise file created in class (if any) .................................................. 10 .................. Feb. 18
Try Me (in the textbook chapter) ........................................................................................................... 10 .................. Feb. 18
Word Chapter 3, Skill Review 3.2 ............................................................................................................. 10 .................. Feb. 18
Word Chapter 3, Challenge Yourself 3.4 ............................................................................................... 10 .................. Feb. 18
Word Chapter 3, Fix It 3.6 ....................................................................................................................... 10 .................. Feb. 18
Word Chapter 3, Chapter 3 Exam ........................................................................................................... 10 .................. Feb. 18

Word Chapter 4, Lecture/Demo. File Created in Class .................................................................. 10 .................. Feb. 25
Word Chapter 4, In-class exercise file created in class (if any) .................................................. 10 .................. Feb. 25
Try Me (in the textbook chapter) ........................................................................................................... 10 .................. Feb. 25
Word Chapter 4, Skill Review 4.2 ............................................................................................................. 10 .................. Feb. 25
Word Chapter 4, Challenge Yourself 4.4 ............................................................................................... 10 .................. Feb. 25
Word Chapter 4, Fix It 4.6 ....................................................................................................................... 10 .................. Feb. 25
Word Chapter 4, Chapter 4 Exam ........................................................................................................... 10 .................. Feb. 25

Word Mailings Addendum Lecture/Demo. File Created in Class .................................................. 10 .................. March 3
In-class Exercise involving Word Mail Merge Main Doc. ................................................................. 10 .................. March 3
In-class Exercise involving Word Merged Letters ................................................................................. 10 .................. March 3

Word Test ................................................................................................................................................ 500 .................. March 3

Excel Chapter 1, Lecture/Demo. File Created in Class ................................................................. 10 .................. March 10
Excel Chapter 1, In-class exercise file created in class (if any) .................................................. 10 .................. March 10
Try Me (in the textbook chapter) ........................................................................................................... 10 .................. March 10
Excel Chapter 1, Skill Review 1.1 ............................................................................................................. 10 .................. March 10
Excel Chapter 1, Challenge Yourself 1.3 ............................................................................................... 10 .................. March 10
Excel Chapter 1, Fix It 1.6 ....................................................................................................................... 10 .................. March 10
Excel Chapter 1, Chapter 1 Exam ........................................................................................................... 10 .................. March 10
Normal tests. Get your homework in on time as no late assignments are accepted. No excuses.

In order to get as many points as possible, be in class, do not come to class late when some of the class meetings are cancelled, there will be fewer points possible. Please keep in mind that the total number of possible points can vary quite a bit as the number of points depends on, among other things, how many in-class exercises time permits. Additionally, if any of the class meetings are cancelled, there will be fewer points possible.

In order to get as many points as possible, be in class, do not come to class late when some of the explanation and announcements have already been made and the demonstration has already begun, get all of your assignments in, and do not ever miss a test. Make-ups are much, much more difficult than the normal tests. Get your homework in on time as no late assignments are accepted. No excuses.

Below are the possible points for tests only.

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Possible Points</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Test</td>
<td>100</td>
<td>January 30</td>
</tr>
<tr>
<td>Excel Unit Test</td>
<td>500</td>
<td>April 23</td>
</tr>
<tr>
<td>Word Unit Test</td>
<td>500</td>
<td>March 3</td>
</tr>
<tr>
<td>PowerPoint Unit Test</td>
<td>500</td>
<td>May 19</td>
</tr>
</tbody>
</table>

Please keep in mind that the total number of possible points can vary quite a bit as the number of points depends on, among other things, how many in-class exercises time permits. Additionally, if any of the class meetings are cancelled, there will be fewer points possible.
Receipt of and Understanding of Course Outline, Fullerton College Academic Honesty Policy, and Fullerton College Instructional Computing Acceptable Use Policy

Please print on this form.

Course: Introduction to Personal Computer
Instructor: Professor Troop
Semester: Spring, 2020

I, _______________________________ (print your name) have read and understand the following items:

Course syllabus for CIS 100F – Introduction to Personal Computers
Fullerton College Academic Honesty Policy
Fullerton College Instructional Computing Acceptable Use Policy

_________________________ ____________ 2020
Signature Date

IMPORTANT

Phone number where I can be reached ( ) ______________________________
Email address that I check regularly ______________________________

Fill out and return this sheet to the professor.