

CIS 100 Tuesday/Thursday - CRN 13244



Class Description and Required Materials

Introduction to Personal Computers is a 4 unit class. Students should be prepared to spend about twelve hours a week on class material. For a typical in-class course this means four hours in class with eight additional hours of homework time consisting of reading the book going through tutorials and doing assignments.



This is a beginning course that introduces general introductory computer concepts and teaches students how to be productive with Microsoft Windows and various tools for the Internet as well as Microsoft Office 2016 (Word, Excel, PowerPoint and Access). 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.

Not all versions of Microsoft Office have Access included (including Office 365) - please make sure your version has Access before you begin the class. You **MUST** use the 2016 version of the applications for this class. There are several ways to obtain the applications. You may purchase a copy of Microsoft Office that includes Access from College buys (<http://foundationccc.org/CollegeBuys>). If you already have Office or obtain Office 365 (<http://staffwww.fullcoll.edu/nwoolridge/Getting%20Office%20365%20and%20Access.pdf>) and simply need Access you can download a free copy of through Dreamspark (https://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi_cs=1&cmi_mnuMain=bdba23cf-e05e-e011-971f-0030487d8897&ws=08d2869b-a99b-e011-969d-0030487d8897&vsro=8).

The materials you need for for this class is a Cengage Unlimited Code. A single semester Cengage Unlimited single semester code costs \$119 but allows you access to ALL Cengage books. This means that if you have two or more classes that use a Cengage book, you will only need to buy one code. It

can be used for both (all classes). You can also rent a hardcopy of the text for \$7.99 if you wish. If you think you will be using Cengage books next semester as well you can purchase a year long code for \$179.99. Please watch this short video for more information. (<https://www.cengage.com/student-training/sam/canvas/ia-no>)

Textbook and Web Site Access

 <p>The advertisement for Cengage Unlimited Single Semester Code features the Cengage Unlimited logo at the top. Below it, a dark blue box contains the text 'Pay One Subscription Price' and 'SUBSCRIBE & SAVE' next to a large '\$119.99' price tag, with a note '[1 Term 4 Months]'. Underneath, it lists 'Includes access to:' followed by three circular icons: '22,000+ digital resources', '6 months for FREE Access', and 'FREE Access'. At the bottom, it says 'Learn more at cengage.com/unlimited' and includes a small 'IMPORTANT: READ THIS BEFORE REVEALING ACCESS CODE' notice.</p>	<p>Cengage Unlimited Single Semester Code</p>
 <p>The advertisement for Cengage Unlimited Year Code is similar to the one above but features a price tag of '\$179.99' with a note '[Multi-term 12 Months]'.</p>	<p>Cengage Unlimited Year Code</p>

Getting Started in Class

Show up for the first class period. Preferably with a smile!

Class Guidelines

1. The teacher may officially withdraw a student who is not participating but it is the student's responsibility to withdraw if the student decides not to, or is unable to continue in the class. Failure to do so may result in a failing grade. You do not need the instructor's signature to drop the class. You can drop the class using WebStar. The Instructor cannot drop you after the Last Drop Date. It is the student's responsibility to make sure they are properly registered in the class and have not been dropped for non-payment or non-participation. Any student not appearing on the roster at the end of the semester will not receive a grade. It is also the student's responsibility to notify the instructor if they change their name during the semester. If the name and Student ID number do not match the name on the Admissions and Records

roster, the student may receive an incorrect grade.

2. Students must take all exams in order to be able to pass the class. If a review is provided for any exam, it will be closed at least the day before the exam session. Makeup exams are not guaranteed and it is up to the discretion of the Instructor whether or not to give a makeup for a missed exam. Things taken into account in that decision will include the amount and quality of work the student has already completed, the reason for missing the exam and the advance given notice by the student. Makeup exams can be much more difficult than the original exam and will be given at a time selected by the instructor. It is the student's responsibility to make sure the instructor has all portions of the exam, including uploaded files and all paperwork, before the student leaves the Exam. Exams cannot be given early.
3. This class will use both Canvas (<https://sso.nocccd.edu/login?service=https%3A%2F%2Ffullcoll.instructure.com%2Flogin%2Fcas>) and the Cengage publisher website. For information on logging into Canvas please visit online.fullcoll.edu (<http://online.fullcoll.edu/canvas>). It can take 24 hours after registration for your account to be enabled in Canvas.
4. Pay attention to Due Dates and times carefully - Homework will include both work done in class and assignments done either in the SAM website or outside assignments. Late work is not accepted regardless of the reason for the late work. Homework cannot be made up if it is missed. Students can earn Vcoins to make up for missed points. It takes 2 Vcoin points to make up for 1 missed homework point. If you are having technical issues, there are labs on campus with computers available for homework assignments. There are Labs (<https://fcnet.fullcoll.edu/computer-labs/>) on campus available for Students to complete their homework. It is the student's responsibility to make sure all assignments are submitted properly. Students should not expect replies to emails requesting extensions to due dates. If you enter the class late you cannot expect extra time to complete the work.
5. The best way to contact the instructor outside of class is through email. All emails for this class should be sent through the Canvas mail system. This is to help keep emails from ending up end up in the spam filter or junk mail. Please include your full name, student number, CRN and relevant question information such as chapter or quiz number in all emails. Proper sentence structure including capitalization and punctuation will aid the instructor in understanding your questions and allow for a more timely and helpful response. Here is a Fun link (<https://www.youtube.com/watch?v=8GvOH-vPoDc>) about this topic. The instructor will attempt to answer all properly formatted emails within 48 business hours, but it is not guaranteed. For example if an assignment is due at 5 p.m. on Thursday, it is best to send questions by at least that morning to allow time for the Instructor to answer. If Canvas is down, you may email to nwoolridge@fullcoll.edu Answers to messages that are left on voicemail or come to email outside of Canvas may be delayed or not returned.
6. Each student must abide by the Academic Honesty policy (<http://staffwww.fullcoll.edu/nwoolridge/policies.pdf>). All issues of academic dishonesty will be reported. This includes accidental submission of another student's work. There will NOT be any warnings.

7. If you need additional time to complete a test or if you require special accommodations, you must notify the instructor in a timely manner and make arrangements with the Disability Support Services (<http://dss.fullcoll.edu/>). This may include filling out forms and making sure they are delivered to the instructor. Otherwise you will be expected to adhere to general class accommodations.
8. Each student needs to take an active part in his/her own education by reading the book, and checking the web site. A student is responsible for all material covered in class. The class material, as presented, assumes the student has purchased the textbook bundle and/or website access. Not having the required materials is not sufficient justification for a student's failure to complete assignments. There may a copy of textbooks on reserve in the library, but a student has no guarantee of access to that copy at any point in time.




How you will be evaluated

There are two types of points in the this class: XP (homework) and Challenge (exam). If a student achieves 70% of the homework points and 70% of the total exam points in the class, the final grade will be based on the average of the Homework and Exam percentage.

In order to achieve a C in the class each student must get at least 70% of the points in both the homework and test category. For example, if a student receives 80% of the points for the homework, but only 60% for the tests, they will get a D grade. Likewise if a student receives 90% of the points on the tests and only 65% of the points on the homework, the student will receive a D grade. If the student gets 80% of the homework points and 70% of the exam points then the average of those two scores would be 75%, giving the student a C in the class.

Students must maintain at least 60% of the homework points at all times in order to remain in the class. Missing two days' worth of assignments is considered unsatisfactory attendance and non-participation. Please refer to the Fullerton College Catalog (<http://www.fullcoll.edu/catalog>).


Levels are listed below:

Level	Image	XP required to Enter	Description
10	 Eagle	5400	
9	 Whale	4800	
8	 Dolphin	4200	





7	 Shark	3600	
6	 Frog	3000	
5	 Turtle	2400	
4	 Gecko	1800	
3	 Snail	1200	
2	 Slug	600	
1	 Zombie chicken	0	An undead Farm animal. These creatures only survive about 2 weeks before they start to really stink and are removed from the class



Updated









Avatars	Access and PP Vcoins	Access and PP XP	Excel XP 2000 Possible	Excel Vcoins	Word XP 2000 Possible	Word Vcoins	Level
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Avatars	Access and PP Vcoins	Access and PP XP	Excel XP 2000 Possible	Excel Vcoins	Word XP 2000 Possible	Word Vcoins	Level
<p>Alive</p> 							 <p>1 - Zombie Chicken</p>
<p>Amon</p> 							 <p>1 - Zombie Chicken</p>
<p>Beautiful</p> 							 <p>1 - Zombie Chicken</p>
<p>Brownie</p> 							 <p>1 - Zombie Chicken</p>
<p>crispy</p> 							 <p>1 - Zombie Chicken</p>
<p>Deku</p> 							 <p>1 - Zombie Chicken</p>

Avatars	Access and PP Vcoins	Access and PP XP	Excel XP 2000 Possible	Excel Vcoins	Word XP 2000 Possible	Word Vcoins	Level
frog prince 							 1 - Zombie Chicken
Happy Camper 							 1 - Zombie Chicken
Hi Im Bob 							 1 - Zombie Chicken
images 							 1 - Zombie Chicken
love live 							 1 - Zombie Chicken
MC Spider 							 1 - Zombie Chicken

Avatars	Access and PP Vcoins	Access and PP XP	Excel XP 2000 Possible	Excel Vcoins	Word XP 2000 Possible	Word Vcoins	Level
miami heat 							 1 - Zombie Chicken
Mike 							 1 - Zombie Chicken
Milo 							 1 - Zombie Chicken
Money Man 							 1 - Zombie Chicken
Mr cute 							 1 - Zombie Chicken
Nemonia 							 1 - Zombie Chicken

Avatars	Access and PP Vcoins	Access and PP XP	Excel XP 2000 Possible	Excel Vcoins	Word XP 2000 Possible	Word Vcoins	Level
Pinkster 							 1 - Zombie Chicken
Princess Leah 							 1 - Zombie Chicken
rasta roger 							 1 - Zombie Chicken
roadhog 							 1 - Zombie Chicken
RollRoll 							 1 - Zombie Chicken
rose 							 1 - Zombie Chicken

Avatars	Access and PP Vcoins	Access and PP XP	Excel XP 2000 Possible	Excel Vcoins	Word XP 2000 Possible	Word Vcoins	Level
sprinkles 							 1 - Zombie Chicken
Totally a bird 							 1 - Zombie Chicken
Vax'ildan-1 							 1 - Zombie Chicken
youngwalleautgoodflipped 							 1 - Zombie Chicken

Important Dates

Event	Date
Classes Begin	8/20/18
Last Day to Add Classes, Drop Without a W, Drop for a Refund	9/3/18
Last Day to Apply for Fall Graduation	9/6/18

Last Day to Withdrawl from Class	11/11/18
Veterans Day Holiday - No Classes	11/12/18
Thanksgiving Holiday - No Classes	11/22 - 11/25/18
Last Day fo the Semester	12/8/18

Content and Topics

The work in the Cengage website includes Simulation Trainings, Book projects and other Cengage Grader projects. In order to complete the trainings and Projects you will need to purchase the Cengage Access code. You may use the Cengage web site for about 2 weeks without a key code, however if the temporary code runs out before you enter your permanent code you may lose your work and you may be dropped from class. When creating your account in Cengage make sure you use the same name that you use in A&R. If the names are different, you may not receive a grade for the class. Also please enter your Student ID in the ID# field.

To access the Cengage Trainings and Projects you must enable your browser Pop-Ups (Enable_Browser_PopUps.pdf).

Simulation Trainings are web based simulations that do not require you to have the actual application. They can be done an unlimited amount of times. You can stop them at any time and pick up later where you left off. This Training Video (https://www.youtube.com/watch?v=unnLoIsdAzc&index=4&list=PLtv5E8moFF2rKKdIZO_QoOg4IZB2bknuE) will provide further details about how to complete a training. The videos can also be found under the Getting Started Module in Canvas.

The Book Projects will walk you step by step through pages in the book to learn the skills of that chapter. If you have questions, this is the time to get those questions answered since later you will have projects that require the same skill set but do not give you step by step instructions. Projects can be done up to 5 times each before the due date. That means if you submit a project early enough, you can view your grade report to see if you made errors. If there are issues, you can fix them and resubmit up to 4 more times to get a better grade. Grader Projects are similiar to Book Projects except you will download instructions from the website instead of following steps in the book.

You must make sure to start each project with the file you download from the website even if it appears to be blank. Each file is marked with the student's name. This means that you must be very careful to not use or upload another student's file because this violates the academic honest policy. This Project Video (https://www.youtube.com/watch?v=foxT8O8USdw&list=PLtv5E8moFF2rKKdIZO_QoOg4IZB2bknuE&index=5) will provide further details about how to complete a project.

Due Dates

This schedule is a guideline and may change at the discretion of the instructor

Week 1: Ending 8/24/18

Tuesday In Class - Class Introduction, Syllabus Introduction, Campus Logon, Canvas Logon, Avatar upload into Canvas, SAM account creation

Tuesday Homework - Bring Flash drive

Thursday In Class - Copy files to Flash drive, Discuss Windows, Discuss Concepts

Thursday Homework - Get Cengage Access Code, Computer Ad

Week 2: Ending 8/31/18

Tuesday In Class - Discuss Office and Word 1, Windows 1 Training, Windows 2 Training

Tuesday Homework - Word 1 Train, Office Training

Thursday In Class - Word 1 Text Project, Discuss Concepts

Thursday Homework - Word 2 Training, Word 2 Textbook Project

Week 3: Ending 9/7/18

Tuesday In Class - Word 1 Pro A, Discuss Word 2

Tuesday Homework - Word 3 Training

Thursday In Class - Discuss Concepts, Word 2 Pro A

Thursday Homework - Word 3 Textbook Project

Week 4: Ending 9/14/18

Week 5: Ending 9/21/18

General Student Information and Policies

Students are expected to have reviewed and comply with the full College Catalog and students should familiarize themselves with the following District, College, and Division Policies including but not limited to the Academic Honesty policy (<http://staffwww.fullcoll.edu/nwoolridge/policies.pdf>).

Additional Support Services

Skills Center (<http://skills.fullcoll.edu/>) - Location: Library

The skills center has staff and materials available to assist you with improving your writing, reading, thinking, vocabulary, keyboarding, study skills, and more. No appointment is necessary and it is free.

For information call (714) 992-7144

Writing Center (<http://writingcenter.fullcoll.edu/>) – Location: Library

The Writing Center's mission is to promote students' success and independence as writers in college and beyond. We also strive to provide an environment that is conducive to writing and learning and to serve as a model for peer interaction. We help writers make their own choices about a text rather than "fixing" papers for them. We don't write on students' papers; we counsel students about the choices they have as writers. For information call (714) 992-7153

Tutoring Center (<http://tutoringcenter.fullcoll.edu/>) – Location: Library

Free tutoring by appointment. Walk-in tutoring for math, accounting, physics, and chemistry. For information call (714) 992-7483.

Student Success Workshops - Will be posted upon release

Career Builder Series (Events/CBSS-Semster_Events-FALL-2018-LowResWeb-85x11.pdf)

Complete list of support services (<http://www.fullcoll.edu/student-services>)

Student Learning Outcomes

Upon completion of CIS 100 F, Introduction to Personal Computers, students should be able to

1. Create and edit professional business documents that include formatting, styles and graphics.
2. Use Microsoft Excel to create and edit professional spreadsheets that use basic formulas, graphs, and sensitivity analysis.
3. Use Microsoft PowerPoint to create and deliver a presentation that includes designs, transitions, and graphics.
4. Use Access to develop a database table and search for information in the table.

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