CIS001 Intro to Computer Info Systems Online 21071/21072 Spring 2016 College of Alameda

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Office Hours: M 12:50–1:50 PM, W 1:00–1:50 PM, by appointment

Textbooks: The class will use the following books:

1. Vermaat, Enhanced Discovering Computers, ISBN 9781285845500, Cengage

2. Vermaat, Microsoft Office 2013 Introductory, ISBN 9781285166025, Cengage

3. Vermaat, CourseMate Printed Access Card, **ISBN 9781285162799**, Cengage

Or the bundle for all three above, ISBN 9781305514744.

To register for my class in Coursemate, go to www.CengageBrain.com and follow the instructions in the "CourseMate Student User Guide" posted in Moodle in the News Forum. You will need the access code from your CourseMate Printed Access card and my Course Key: CM-9781285162805-0000828.
Here are some training videos for coursemate.
http://services.cengage.com/dcs/coursemate/start/resourcelist/#/instructor-resources-selftraining-videos
For help regarding CourseMate, call 1-800-354-9706.

Course Descriptions: General nature of computer hardware, software, and systems. Hands-on applications include introduction to word processing, spreadsheet, database management, and presentation software, and a brief introduction to web browsing and email.

Week/Date <u>**Assigned Readings and Homework and Exams**</u> **(Refer to Legend shown next line)**

           Legend: B1= Enhanced Discovering Computers, B2=MS Office 2013 Introductory

00: 01/22   **Mandatory Orientation at 1:20 PM Friday in D237**

01: 01/25   B1:Ch1 Digital Literacy: Introducing a World of Tech / **B2:Word Ch1** Adventure due **02/11**

02: 02/01`   B1:Ch2 Internet: Accessing/Searching/Sharing/C / **B2:Word Ch2** Research Paper **due 02/18**

03: 02/08   B1:Ch3 Computers and Mobile Devices: Evaluati / **B2:Word Ch3** Business Letter **due 02/18**

04: 02/15   B1:Ch4 Programs and Apps: Using Software at Work, / **B2:PPP Ch**1 Hydration **due 02/25**

05: 02/22   B1:**President's Birthday: Holiday** / **B2:PPP Ch2** Enhanced Presentation **due 03/04**

06: 02/29   B1:Ch5 Digital Safety and Security: / **B2:PPP Ch3** Reusing Presentation **due 03/11**

07: 03/07   B1:Ch6 Inside Computers & Mobil Devices: / **B2:Excel Ch1** Worksheet & a Chart **due 03/18**

08: 03/14   B1:Ch6 Continue / **B2:Excel Ch2** Formulas, Functions, etc **due 03/25**

xx: 03/21   **Spring recess 03/21/2016 through 03/26/2016**

09: 03/28   B1: Ch7 **Input & Output:** / **B2:Excel Ch3** …, Charting, What-If Analysis **due 04/08**

10: 04/04   B1: Ch8 Digital Storage: Preserving / **B2:Access Ch1** Creating a Database **due 04/27**

11: 04/11   B1: Ch9 Operating Systems: / **B2:Access Ch1** Continued **due 04/27**

12: 04/18   B1: Ch10 Communications & Networks: / **B2:Access Ch2** Querying a Database **due 05/06**

13: 04/25   B1: Ch11 Information& Data Management: / **B2:Access Ch2** Continued **due 05/06**

14: 05/02   B1:Ch12 Info Sys & Program Develop / **B2:Access Ch3** Maintaining a Database **due 05/13**

15: 05/09   B1:Ch12 Continue / **B2:Access Ch3** Maintaining a Database continue **due 05/13**

16: 05/16   B1:Review for Final Exam / **Course Mate Assignments** Cutoff **due date 05/20**

17: 05/23   **1-hour In-Person Final Exam in D237 on 05/24/2016 Tuesday at 12:01 PM**

Grading Policy (No make-up homework, no make-up exams and **no incomplete grades will be allowed)**

Categories	Orientation	MS Office HW	Discover HW	Final Exam	Total
Distribution	4 points	36 points	30 points	30 points	**100 points**
Brackets	90 to 90+	80 to <90	70 to <80	60 to <70	0 to <60
Letter Grades	***A***	***B***	***C***	***D***	***F***

Student Learning Outcome:

1. Windows Environment
1. Demonstrate the ability to understand computer vocabulary & concepts, perform operating system functions, and accomplish complex information processing tasks with a computer

2. Design and Create Word Documents
2. Design, create, modify, and assemble documents using industry standard word processing software.

3. Design and Create Spreadsheets
3. Design, create, modify, and assemble spreadsheets using industry standard spreadsheet processing software.

4. Design and Create Databases
4. Design, create, modify, and assemble documents using industry standard database management system.

5. Design and Create Presentations
5. Design, create, modify, and assemble presentations to industry standards.

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