

 **FULTON-MONTGOMERY COMMUNITY COLLEGE**

## COURSE SYLLABUS

**CIS105Z Computer Applications**

**Fall 2017**

**Instructor:** Miss Kaszuba

**Email:** mkaszuba@johnstownschools.org

**Extra Help Available:** Period 1, 4 and 5

 **Course Description:**

**CIS 105 Computer Applications** 3-0-3

The course provides an introduction to microcomputers and end-user system/application software. The personal computer is demonstrated as a tool to support other academic or professional disciplines. Topics include basic computer hardware, operating systems, the Internet, word processing software, spreadsheet software, and presentation graphics software. The course emphasizes familiarization with computer components and the operation of the overall computer system.

**Course Learning Outcomes:**

The student will be able to:

1. Identify and describe the uses of hardware devices and types of software.
2. Use a graphical user interface style of operating system software to create/rename/move folders, copy/rename/delete files, and find files/folders.
3. Use the Internet to find information relevant to specific topics and send/receive email with attached files.
4. Use word processing software to create, save, edit, format, retrieve, and print documents.
5. Use spreadsheet software to create, use calculations, save, edit, format, retrieve, and print workbooks.
6. Use presentation graphics software to create, save, edit, format, retrieve, and print presentations.
7. Integrate files created in different applications.
* **Text & Student Access Code :**
**Required**: **CIS-105 Course Package** (**9780133775068**), includes:
	+ **eText for Go! with Microsoft Office 2013 – Volume 1**; Gaskin, Vargas, and McLellan (978-0-13-314266-2).
	+ **eText for Go! with Computer Concepts – Getting Started**; Gaskin and Carney (978-0-13-334991-7).
	+ **eText for Go! with Microsoft Windows 7 – Getting Started**; Gaskin and Ferrett (978-0-13-508831-9).

**Student Responsibilities:**

1. Attend every class, be on time, be prepared, bring USBDrive, and handouts
2. Hand in all required assignments by due date
3. Take tests as scheduled. If absent, you have two school days to make up missed work.
4. Turn off cell phones, beepers etc. during class
5. Practice course material outside of class, as suggested
6. Let me know if you need help
7. Please keep me informed of situations that might affect your success in this class

**Grading Method and Scale:**

* 20% in class projects
* 30% review project
* 50% end of chapter assessment

 \**Student is responsible for work even if class is missed*.\*

**Grading Scale**

|  |  |
| --- | --- |
| A | 94 to 100  |
| A- | 90 to 93 |
| B+ | 87 to 89 |
| B | 83 to 86 |
| B- | 80 to 82 |
| C+ | 77 to 79 |
| C | 70 to 76 |
| D | 60 to 69 |
| F | Less than 60 |

**Essential Policies:**

**Late Assignments:** No late assignments will be accepted. If absent from school, you have two days to make up any missed work.

**Classroom Citizenship:** All cell phones, pagers, and personal communication devices must be **turned off** for the duration of the class period. Any behavior that distracts (i.e., texting, talking while others are talking, etc.) or is disrespectful (i.e., surfing the Internet, studying for other courses during class, etc.) is unacceptable. Collegial responsibility and respect are compulsory.

## Academic Integrity Policy

Academic integrity refers to a code of values that support and direct the education process. This code is based on legal, ethical, and educational concerns. Education in large part consists of the acquisition and demonstration of knowledge according to acceptable standards. Students must be familiar with these standards and will be held accountable for their use. Not being familiar with these standards is not an excuse for their breach. For addition information, go to <http://vf.fmcc.edu/documentgallery/integritypolicy.pdf>

**Plagiarism** is considered academic dishonesty and violates Fulton-Montgomery Community College’s Academic Integrity Policy. It includes the intentional or unintentional copying of another person’s work and attributing the work to one’s own efforts. Attempts to copy or edit electronic files that belong to another person, and submit for credit, will result in both parties receiving a grade of ZERO the assignment. The assignment will not be allowed to be resubmitted for credit.

*The schedules, policies, procedures, and assignments in this course are subject to change at the discretion of the instructor in the event of extenuating circumstances or in order to meet curricular objectives.*