This is a 16-week semester course, January 30 – May 24. The best way to reach me is on the class blog or in Zoom office hours.

CRN#:	44623 – Memorize this number. You will use it throughout the semester.
Instructor:	Maryann Watson, Professor, Computer Information Systems
Last Day to Contact Instructor:	Send email to maryann.watson.cis100@gmail.com by Monday, January 29, to check in for class. Otherwise, you will be dropped as a 'no show'.
Office on campus:	MBCC 106
Online Office Hours in Zoom:	Mon/Wed, 11:30am-12:30pm and Wednesday evenings, 6:00pm-8:00pm Zoom link will be sent to your personal email address in the first week, and then it will be posted on the class blog.
E-Mail:	maryann.watson.cis100@gmail.com - Please put CRN number for your class in the subject line and sign emails with your full name.
Website:	https://watsonswebsite.com/

Course Description:

- Last page of syllabus has step-by-step instructions for how to proceed after reading the syllabus.

- CIS 100 <u>DOES NOT</u> USE CANVAS except as explained below.

- SAFARI browser should not be used for CIS 100. Chrome browser works best.

- A personal computer is required for this course. Chromebook computers do not work for this class.

- This course requires Office 365 for Windows computers. However, if your version of Office 365 does not have Microsoft Access software (required for CIS 100), you may use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus. (More info about this is on page 4.)

- Office 365 for Mac computers works for most things covered in this class. However, Office 365 for Mac <u>does not</u> have Microsoft Access. Therefore, you must use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus. (More info about this is on page 4.)

- Use my website for information about this course.

- This course is worth 3 transfer credits. There is no 'test out' for this course.

- It is expected that you read the entire syllabus at the beginning of the course.

- <u>College-level reading & comprehension ability are expected.</u> Time involved depends on your reading and comprehension ability.

- Students may spend up to 9 hours per week for completing assignments. More or less time depends on individual reading and comprehension skills and previous experience using MS Office software.

- Keyboarding skill of 30 wpm with no more than 1 error per minute is strongly recommended. If you need to learn touch typing with the 'real' keyboarding skill, register in CIS 090 ASAP.

- You will use your personal email address for this class. However, if your personal email <u>does not</u> work for the class blog or for my Google Drive, you will need to create a new email address. I recommend creating a Gmail account for CIS 100: Create Gmail Email.

- School email with domain @student.cccd.edu IS NOT used for this class.

- All students must purchase text materials. (See page 2.)

- CIS 100 is a non-programming introduction to personal computer applications. Students will learn basic essential computer concepts. Students are given a quick overview of Windows & using Internet browser software. More advanced learning is covered for Word, Excel, Access, PowerPoint, & Outlook. Computer and networking tools are introduced. Students learn to integrate files to take advantage of the full power of office suite software.

- CIS 100 helps prepare students with skills needed to pass the Microsoft Office Specialist Certification exams for MS Word, MS Excel, and MS PowerPoint, Associate levels.

- Click here for important OCC Dates.

Textbook Information: PURCHASE Cengage Unlimited .

- The materials required for this class and any others using Cengage products at OCC are included in a Cengage Unlimited subscription for eTextbooks + Online Homework Platforms.
- For one price (currently $129.99), you get access to ALL Cengage online textbooks, and access codes, in one place.
- Cengage Unlimited will allow you to use an ebook version of the textbook and the SAM digital product for assignments.
- After purchasing CU and joining SAM section, you will have a link available for renting a hardcopy of the textbook associated with the class. Only shipping/handling is charged for rentals (approx. $10). It is easier to work on SAM textbook assignments if you have a hard copy of the text, but many students multitask with 2 screens – 1 for ebook and 1 for applications.
- The OCC Bookstore sells Cengage Unlimited or go to cengage.com/unlimited to purchase. However, Bookstore price may be higher, so check Cengage website first.
- The OCC Library and the MBCC Computing Center have books on loan but you are not allowed to take them home.
- If you are enrolled in CIS 111 or BUS/CIS 134, you only need to purchase 1 subscription for Cengage Unlimited.

1. Subscribe to Cengage Unlimited. Use your personal email address and password for your Cengage account.

2. There is 1 ebook to add to your Cengage Library:

a. Illustrated Microsoft Office 365 & Office 2019 Introductory	1st Edition	ISBN 9780357025673

3. There is 1 digital product in Cengage Unlimited.

b. SAM digital product access code (SAM means "Skill Assessment Manager"). **Do not use the digital code for SAM until Week 2.**	ISBN 9780357366653

4. **How to register for SAM**. Instructions will be in your weekly schedule. You will not need SAM until Week 2 in the course. Use your personal email address and password for your SAM account.

5. For no additional cost, only 1 Cengage Unlimited subscription is needed for all courses at OCC where Cengage products are assigned.

6. Financial Aid students may purchase access to Cengage Unlimited from the college bookstore.

7. Additional Required Materials for this class: USB storage device, 1G or bigger.

6. Click here for detailed handout regarding text materials.

Course Objectives:
1. Recognize basic computer terminology.
2. Demonstrate ability to use email effectively.
3. Use information technology tools to locate and retrieve relevant information.
4. Organize information for production of business applications.
5. Analyze and evaluate information relating to current business topics.
6. Understand ethical issues surrounding information technology.
7. Demonstrate ability to use and modify an operating system.
8. Produce reports, letters, and newsletters.
9. Produce and format worksheets and charts.
10. Create multimedia presentations.
11. Produce projects that integrate data created in a variety of software applications.

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

12. Apply skills gained for information competency to enable lifelong learning.
13. Create and manage records of information using a database management application.

Student Learning Outcomes – The student will be able to:

1. Identify the major types of application software available for computers, including: word processing, spreadsheets, database management, presentation programs.
2. Demonstrate and apply the concepts and vocabulary of application software.
3. Execute elementary commands for word processing, spreadsheets, graphics, and communications.

Teaching Methods:

- **Lecture/Demonstration/Practice from text material and videos:** Important material from the text and outside sources will be assigned weekly. STUDENTS MUST PURCHASE CENGAGE UNLIMITED. Discussion on the class blog is encouraged. Outside material relevant to topics being covered may be provided as appropriate.

  NOTE: Video links may be provided in weekly schedules to enhance the learning experience for the material covered during the week. The video links are helpful for CIS 100 online students.

- **Assignments:** Chapter activities and SAM (Skills Assessment Manager) online activities will be assigned weekly to reinforce material in the text. SAM assignments require using online (1) training simulations, (2) projects, and (3) exams.

- **Quizzes:** Occasional unannounced quizzes may be given to help ensure students stay up with assigned material.

- **Exams:** The exams will be open-book, online in SAM and will be simulations of material covered in class. Practice exams in SAM will be provided to help you become familiar with online assessment procedures. (Practice exams ARE NOT counted.) Instructor reserves the right to retest on material that is not appropriately understood. Retest items will be communicated to student(s) in advance.

- **Participation:** Participation: Student participation will be graded by activity on the class blog, by email and/or Zoom communications, by following instructions, by meeting deadlines, by communicating with teacher as soon as problems arise, by turning in complete assignments, by asking appropriate questions when necessary, by 'attending' class regularly, etc.

Grading:

Your grades are always available in your SAM account. Login to SAM and click on SAM Results button. Select from training, projects, or exams to see a report of your grades.

Final grade apportionment:	
SAM Training assignments	15%
SAM Project assignments	15%
SAM Exams	60%
Participation (includes following instructions, using weekly schedules, blogging, meeting deadlines, communicating with teacher as soon as problems arise, attending class, arriving on time for class, turning work in, completing assignments, etc.)	10%
TOTAL:	100%

Course Policies:

- **CIS 100 DOES NOT USE CANVAS EXCEPT FOR "APPSTREAM VIRTUAL DESKTOP".**
- Go to http://www.whatismybrowser.com/ to have your browser checked. You must update your computer browser accordingly. All browsers should work for this course but if you run into trouble with one browser, try another browser.

- SAM [System requirements check.](#)
- Become familiar with my [website](#). There is a lot of information on my website for you to use.
- Help just for CIS 100 students: [Cengage Dedicated Support for CIS 100 at OCC](#) .
- Call Cengage Support if you have trouble with SAM. 1 (800) 354-9706
- Watson's Browser Rule: If something doesn't work in one browser, try another browser.

Attendance and Participation:

You are expected to participate every week by following instructions in the weekly checklists.

- Weekly assignment checklists are posted on my website.
- Print out the weekly checklist and check off assignments as you complete them.
- It is your responsibility to follow the weekly assignment checklists.
- All assignments are in SAM. When you finish an assignment, it is recorded in SAM.
- You are expected to complete your assignments every week. This is how class 'attendance' is monitored – even though this may be an online class. If you do not finish the weekly assignment(s), you will be considered 'absent'.
- It is your responsibility to communicate with me regarding your 'attendance'. If you miss 3 weeks of work, you may be dropped; BUT DROPPING IS ULTIMATELY YOUR RESPONSIBILITY.
- It is also your responsibility to keep track of your work.
- The syllabus and weekly assignment checklists are subject to change to accommodate the pace of the class group.
- Please be considerate of others and do your part to make this class a success: be prepared and be 'on time'.

Software for CIS 100:

- This class is intended for Windows computers and Office 365 for Windows software. The 'paid for' Office 365 subscription works best because it includes MS Access. If you are using the 'free' version of Office 365, it does not have the MS Access application.
- If you do not have Office 365 software, use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus. It has the MS Access application.
- MAC users must have Office 365 for Mac. If you do not have Office 365 for Mac, use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus.
- Office 365 for MAC does not have the Microsoft Access application. Therefore, MAC users will need to use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus when it comes time to do Microsoft Access assignments.
- Whatever does not work on your home computer, use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus.

RELIABLE High Speed Internet Required.

- Students must have access to high speed, reliable Internet connection for home use.
- Home users should hard wire computers to a modem to prevent dropped signals.
- DO NOT USE WIFI FOR SAM EXAMS.
- If you are dropped out of a SAM exam or quiz, you will receive the grade as determined at that point in time.
- Crashed computers or software problems are not excuses for late or missing assignments, quizzes, or exams.

No Printing Policy:

- **[NO PRINTING](#) for this class other than your weekly checklist of assignments.**
- **Back up all files by saving them in the Documents folder on your home computer <u>and</u> to a USB disk. Or back them up to the [cloud](#). Cloud computing & storage is introduced in Week 1.**
- **You should have two copies of your files in two separate places at all times.**
- **Do not work in the cloud. Just save files to the cloud for backup.**

Assignments:

- **Assignments include:**
  1) reading and completing textbook projects from SAM; and
  2) SAM training, projects, and exams.
- **Weekly assignment checklists tell you when to download subject folders to use for saving your textbook assignment files and your SAM Project assignment files. This will help you stay organized.**
- **All assignments are graded electronically by SAM and recorded in the SAM gradebook.**
- **Textbook project assignment files and SAM Project assignment files are saved in associated subject folders. (Word assignment files saved in Word folders; Excel assignment files saved in Excel folders; etc.)**
- **Folders are due every week. Weekly assignment checklists tell you the due dates for turning in subject folders.**
- **All students will be given access to share a folder in my Google cloud drive. This is where you turn in your folders every week (like a dropbox).**
- **No exceptions will be made.**

Follow Weekly Assignment Schedules:

- **Weekly assignment checklists are on Watson's website. The weekly checklists show the dates for each week, the week number in the semester (i.e. week 1, week 2, etc.), topics covered in the week, assignments for the week, and due dates.**
- **Weekly assignment checklists are used for checking off completed assignments.**
- **Follow assignments in the order written. Do not skip around.**
- **Download and save your checklists in the Documents folder on your computer and/or on a USB drive for backup.**
- **Print out the weekly checklists and check off assignments as you complete them.**
- **Following the checklists is key to your success in this class.**

Due Dates:

- **Due dates for textbook assignments are listed in the weekly assignment checklists and in SAM.**
- **Due dates for all other SAM assignments are listed in the weekly assignment checklists and in SAM.**
- **Late work is not accepted.**

Academic Dishonesty:

- **Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; and/or failure in the course; and/or expulsion from Orange Coast College.**
- **For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each student, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.**
- **<u>Students may not use or copy other students' files.</u> This is considered cheating. You may 'work together' on graded assignments but <u>you must</u> do your own work.**

- If you use other students' files, this is **CHEATING** and is cause for an **F** grade and expulsion from the course and/or OCC.

Need Assistance?

- If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it or which will require academic accommodations, please notify me as soon as possible.

Posting of Grades:

- SAM grades are always available and listed in the SAM gradebook.
- Every time you login to your SAM account, you will be able to see your SAM grades.
- When we reach the Excel lessons in the course, I will send you an Excel spreadsheet for recording all of your SAM grades. The spreadsheet will show your accumulated grade as you proceed through the course.
- SAM grades are worth 90% of your final grade.
- Text assignments are part of your participation grade and part of your SAM Project average.
- See page 3 of this syllabus for grade assignment weights.

Email:

- Your personal Gmail works well for this class. Yahoo, Hotmail, and Outlook should work, too, but other email addresses may not work for what is needed in CIS 100.
- If you need a Gmail address for this class, click the link and follow instructions for **creating a Gmail email account** just for CIS 100.
- Use your Gmail to communicate with me regarding personal matters.
- **OCC student email IS NOT used for this course.**
- Email me at **maryann.watson.cis100@gmail.com** from your personal email address or your newly created Gmail address on the first day of class to check in.

Class Blog:

- Blogger is used for questions and discussions.
- **AFTER CLASS BEGINS, DO NOT EMAIL GENERAL CLASS QUESTIONS TO ME.** Use Blogger for your questions so that other students will have the opportunity to see my answers and to answer questions, too.

Other Policies:

There may be other Orange Coast College policies that apply to this course. **See Course Catalog**.

How Do You Proceed from Here?

- It will take a few weeks for you to become familiar with the routine. Relax…There will be time for everything if you follow the weekly checklists.
- Follow the steps on the next page to continue in the course.

Online Students or late-start students:

1. This is the link to my website. Go to the site and add it to your favorites or bookmark it.

   https://watsonswebsite.com/

2. Click on links on my homepage to familiarize yourself with the website and where to find things for CIS 100.

3. Watch a short presentation about the class: **CIS 100 Orientation.**

4. Watch **Re Assignments**.

5. Can't find Week 1 assignments?

   a) Go to my website homepage.
   b) Scroll down to the **'Weekly Checklists for Assignments'** box.
   c) Click on your class link.
   d) Click on Week 1.
   e) Open Week 1 assignment checklist. (Checklists are in 2 formats: Word docs or PDFs. Use one or the other but not both. They are the same.)
   f) Save the checklist to your Documents folder or USB drive.
   g) Print the Week 1 checklist.
   h) Follow all instructions in the Week 1 checklist. Check off assignments as you complete them.
   i) Complete all preparation tasks listed in the Week 1 assignment checklist before proceeding to Week 2.

6. Read the **SAM** page on my website. **PLEASE, do not create your SAM account now.** The weekly checklist will tell you how and when to create your SAM account.

7. Go to the **Folders** page on my website. Read and click on the links to learn about the folder procedure for this class.

8. Download the **"Word Module 1"** folder from the CIS 100 folders page.

9. **Unzip** the Word Module 1 folder.

   o If using Chrome, Edge, or Firefox, the zipped folder downloads to the Downloads folder on the C: drive. (Do not use Safari.)
   o You must unzip the zipped file.
   o If using Internet Explorer, the download prompts you to click 'Save as' and select where to save. I recommend saving onto a USB disk. Then unzip in that location.

10. Delete the zipped folder. (DO NOT DELETE THE UNZIPPED FOLDER.)

11. Label the unzipped folder according to my **labeling procedure**.

12. After you have your folder downloaded, unzipped, and labeled, click on the Weekly Checklists link on my homepage and begin with Week 1 assignments.

13. QUESTIONS? Post them on the **blog.** (Check your personal email for the blog invitation.)