

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 or (800) 251-4299
Summer 2019

Course: CIS010 Computer Concepts **Credit:** 4 Quarter Hours

Method of Delivery: On campus (M, W 8:15am-10am)

Course Description: This course is designed to help students understand computer concepts that are essential for success in their educational experience and applicable in today's workplace. Students will learn keyboarding essentials, basic file management procedures, research methods for online information, software and hardware and their use, maintenance and security methods, and sending email with proper email etiquette. Course fees may apply. Credit not applicable toward any degree programs.

Prerequisite: None

Text(s) & Manual(s): *Technology Now, 2nd Ed.*

Author(s): Hoisington, Corinne

Publisher: Cengage Learning ISBN: 978-1-305-67011-2

Materials needed for this course:

SAM Microsoft Office 365 & 2016, 1st Ed. (<http://sam.cengage.com>)

ISBN **9781305885165**

Institution key is **T2032275**

Hardware/Software and Equipment: Computer system with Internet access, Windows 7, and Office 2016.

Topics: File Management, online research, computer components and maintenance, digital communication skills

Learning Objectives: Upon completion of this course, the student will be able to:

1. Understand basic keyboarding techniques
2. Understand basic file management techniques
3. Define the Internet and search for resources and useful information
4. Send email with attachments
5. Explain the different types of software and hardware
6. Understand basic maintenance and security methods
7. Use technology tools applicable to their educational success

Midstate Grading Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

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In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success: The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

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Instructor: Nancy Franklin

Room/Phone: 122 / 692-4092 ext.1220

Midstate E-mail: nafranklin@midstate.edu

Office hours: After class; by appointment

Policies and Procedures:

- This is an on campus course which means that all course work will be done in class (unless specified).
- **Time management** is critical in business world, it is critical in our class as well. Please make sure that you meet all deadlines specified in class. All assignment (projects, trainings and exams) should be submitted in on time.
- Each week your assignments are worth 100 points. To receive full credit, assignments must be posted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. 80% is the maximum grade late homework can receive. Late work will be docked 20% for each week it is late. If you're experiencing problems and want an extension on due date, request needs to be made before work is due to be considered. **NO LATE HOMEWORK WILL BE ACCEPTED AFTER WEEK TEN.** Exams must be taken during the Week they are assigned.
- **Good writing skills** (proper spelling, punctuation, usage of meaningful sentences and paragraphs) should be demonstrated in each assignment, class postings, and message.
- Cell phones are prohibited from use in this course. If you need to accept a call, please step outside the classroom to do so. Similarly, please refrain from conversation with other classmates during class. Some students find it helpful to bring headphones and listen to music while they work. This is acceptable as long as the volume doesn't disturb others.

Participation Requirements: Class participation, is worth 10% of the grade (please remember that it can make a difference between "A" and "B"). Midstate College is an attendance taking, term based institution. This means that attendance must be taken for the entire term on the dates and times specified by the delivery of the course. For the student to be counted as attending, he/she must adhere to the attendance regulations of that course.

Examination information: SAM Online Assessments

Methods of evaluating student performance:

- SAM Online exams and EOC assignments will be given to assess student comprehension of the material learned from the text and through lecture.
- Keyboarding exercises will be completed to increase familiarity with the keyboard and improve typing skills.

Instructor's Grading Scale:

These percentages are all approximate values

Chapter Trainings/Quiz	25%
EOC Assignments	25%
Exams	40%
Attendance/Participation	10%

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CIS010 Weekly Schedule			
Week	Learning Objective	Topics	Assignments
1	1,5,7	Basic Keyboarding Pretest (52C) Setup Account-SAM 2016 Computer Survival Skills (Midstate email & Moodle room) CH 9: Communication	SAM Training/Quiz-CH 9 EOC Assignment-CH 9
2	1, 5,7	CH 3: System Software (File Management)	Basic Keyboarding (when needed) SAM Training/Quiz-CH 3 EOC Assignment
3	1,2,5,7	CH 1: Computer Hardware CH 2: Introduction to Software and Apps	Basic Keyboarding (when needed) SAM Training/Quiz-CH 1&2 EOC Assignment CH 1&2
4	5,7	CH 4: Application Software	Basic Keyboarding (when needed) SAM Training/Quiz-CH 4 EOC Assignment-CH 4
5	3,5,7	CH 5: The World Wide Web (Plagiarism)	SAM Training/Quiz-CH 5 EOC Assignment-CH 5
6	1,3,5,7	Midterm Exam (Chs 9, 1-5)	
7	3,4,5,7	CH 6: Purchasing and Maintaining a Computer	SAM Training/Quiz-CH 6 EOC Assignment-CH 6
8	5,6,7	CH 7: The Connected Computer CH 8: Safety and Security	SAM Training/Quiz-CH 7&8 EOC Assignment-CH 7&8
9	5,6,7	CH 10: Information Literacy	SAM Training/Quiz-CH 10 EOC Assignment-CH 10
10	5,6,7	CH 11: Digital Media	SAM Training/Quiz-CH 11 EOC Assignment-CH 11
11	3	CH 12: A Changing World	SAM Training/Quiz-CH 12 EOC Assignment
12	3,4,5,6,7	Final Exam (Chs 6-8, 10-12)	FINAL EXAM

*EOC – End of Chapter.