

Morehead State University

**College of Business and Technology**

**School of Engineering and Information Systems**

**CIS 101 – Computer Literacy**

**3 Credit Hours**

**Instructor: Charles Hooper Class Location: BCHS 609**

**Phone Number: 502-869-6000 Email:** **Charles.Hooper@bullitt.kyschools.us**

**CATALOG COURSE DESCRIPTION**:

Students will learn effective strategies for learning and applying microcomputer software including word processing, spreadsheet, presentation, and database management. The course introduces concepts, terminology, and tools of the microcomputer software operating and application system environment. Introduction to the effective utilization of networking for communication research, and information downloading is also incorporated in the course. Emphasis is upon preparing the student to use computer technology effectively in the education and work environment.

**Prerequisites:** none.

# COURSE OBJECTIVES:

Upon completion of this course the student should be able to:

1. use a current operating system to run applications and efficiently manage computer files
2. use personal information management software to organize appointments, contact information, and to-do lists, and share calendars with others over the Internet
3. use Web resources and a current word processing application to create a college-level research paper
4. use a current spreadsheet application to analyze complex numeric data and generate useful charts
5. work in a group using online collaborative tools, project management software, and productivity software to solve a problem for a business or organization
6. create a professional presentation, and make it available to view from a custom designed Web page
7. demonstrate an understanding of how digital technology, various general purpose and special purpose computers, and software are applied to solve problems and provide services
8. demonstrate an understanding of how telecommunications, wired and wireless networks, and the Internet and Web, are used to provide people with anywhere, anytime access to communications and information, for a variety of environments and uses
9. demonstrate an understanding of how databases and computer-based information systems are used to support the goals of business, organizations, and the general public
10. demonstrate and understanding of how digital technologies assist people in creating, using, and enjoying music and other audio, graphic artwork, photographs, video, and games
11. demonstrate an understanding of information security and vulnerabilities and actions to take to secure digital information systems
12. demonstrate an understanding of the impact of digital technologies on the lives of individuals, society, and the world and related ethical issues

# ACHIEVEMENT of STUDENT LEARNING OUTCOMES

Learning is assessed in weekly assignments and in exams, which directly measure the course outcomes identified.  *Refer to: Syllabus,* *Content Coverage*

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| **Student Learning Outcomes** |  **Course Assignments**  | **Course Exams** |
| 1,3,7 | Word  | Exams – Word Level I, Level II, Level III |
| 1,2,7,8,10,11,12 | Office 2016 and Windows 10  | Exam – Concepts Level I  |
| 1.4.7 | Excel | Exams – Excel Level I, Level II, and Level III |
| 1,7,9 | Access and Databases | Exam- Access Level I |
| 1,6,7 | Powerpoint and Presentations | Exam – Powerpoint Level I |

## INSTRUCTIONAL MATERIALS REQUIRED:

1. Text: Microsoft Office 2016 Introduction – Enhanced Edition, Shelly Cashman ISBN – 9781305870499. This product will also come with MINDTAP with an ebook for the class. SAM (Skill Assessment Manager) will also be included in this bundle. NO PHYSICAL TEXTBOOK
2. Software: Microsoft Windows 7 or higher; Microsoft Office 2016 or Office 365; Internet Explorer 7 or higher. Instructor will provide information on how to use these packages.
3. *Office 365 is Available to you for “FREE” – check out this link*

[*https://my.moreheadstate.edu/Reference/TechnologyResources/Hardware-Software/Pages/Office365.aspx*](https://my.moreheadstate.edu/Reference/TechnologyResources/Hardware-Software/Pages/Office365.aspx)

**☺ Selling books back?** At the end of the semester, you must return textbook and video for buy-back.

 **Buying USED Books? –** Be sure to purchase textbook and video.

## GRADING POLICY and BASIS FOR FINAL GRADES

1. **BASIS FOR FINAL GRADE**:

Application Projects 30% 90 to 100% A

Content Trainings 20% 80 to 89% B

Tests 50% 70 to 79% C

 60 to 69% D

 59% and below E

1. Assignments are outlined in this syllabus and on the course website.
2. Assignments consist of competency-based exercises and problems, including Lab problems.
3. Assignments will be checked for completeness (all parts finished) as well as accuracy*. Assignments include specific directions as well as a sample of the correct finished product.*
4. Quizzes and exams are priority competency-based.
5. Students who miss class are responsible for course material presented as well as assignments due.
6. Consistent with department policy, a grade of Incomplete will be granted for documented medical reasons only.
7. Mid-term grades include a report of the course work graded at that time. *The instructor reports the grade to the Registrar and informs students of the components of the grade reported by identifying quizzes, assignments and percentages applied.*

COURSE SYLLABUS and ASSIGNMENT INFORMATION via the Web

CIS 101 instructional resources, including the syllabus and assignment information with links to data files, are on the course website located at: [chashooper.weebly.com](http://online.morehead-st.edu)

MSU’s information for Blackboard users is located at: <http://distance.moreheadstate.edu>.

**Americans with Disabilities Act (ADA)** Students with disabilities are entitled to academic accommodations and services to support their access and safety. The Office for Disability Services in 109-J Enrollment Services Center coordinates reasonable accommodations for students with documented disabilities.  Although a request may be made at any time, services are best applied when they are requested at or before the start of the semester. Please contact Disability Services at 606-783-5188 ore.day@moreheadstate.edu or visit their website at www.moreheadstate.edu/disability.

# TEACHING AND LEARNING:

CIS 101 stresses the fundamentals of using computer networks as well as basic concepts for learning about PC hardware and software. As the technology tools continue to change, students will discover that it is the ability to learn about the tools and how to use them efficiently that is the greatest accomplishment of successful completion of a computer competency course.

Throughout their university experiences, students will find that using the computer effectively will strengthen their academic performance in research, writing, presentations, data manipulation and problem solving. The CIS 101 instructors incorporate a variety of instructional methodologies including lecture, PC demonstrations, and discussion during the class meeting time. Computing assignments will include both specialized tutorial practice and assignments for the application of problem solving techniques using PCs.

*Although all class sessions meet in a classroom lab, students may need to complete a majority of the assignments outside of class.* Students should read the text in advance of class meetings, study the material, and prepare most computing assignments using the campus computer labs. Attendance and practice, timely preparation of assignments, and assessments determine the course grade. Exams evaluate the student’s competency.

**MSU’s Course Directory & Business Guide**

The Final Exam Schedule

The University Academic Calendar

[Morehead State University - Office of the Registrar](http://www.moreheadstate.edu/registrar/index.aspx?id=3795)

### COURSE POLICIES:

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| 1. **Attendance** **is required** and contributes to your success as well as your course grade.
 | Regular attendance is a major contributor to student success in a course. Please silence your cell phone while in class.*In Case You Are Late or Absent*: It is your responsibility to get the course notes, handouts, and laboratory assignments. |
| 1. Department regulations will be adhered to concerning ***excessive absenteeism***.
 | The Information Systems Department policy is**: “Students who miss five or more hours of class time must receive a failing grade unless the absences are excused in conformity with the University’s attendance policy.”**  |
| 1. **Make-up exams or quizzes** are given *only* for prior notification and approval of an excused absence (department policy).
 | Consistent and fair policies are maintained regarding make-up exams and quizzes. |
| 1. Alllab assignments must include an electronically produced student name and assignment identifier.
 | The instructor specifies how to prepare your assignment’s identification.  |
| 1. **Assignments are accepted only on the date due *and* during the regular class meeting.**
 | Assignments are not accepted late unless announced by the instructor.  |
| 1. **Any form of cheating – copying, sharing files, submitting the work of another as your own – is not permitted.**
 | Students who participate – either as givers or receivers - in any form of cheating will fail the assignment and/or the course. If you are not sure what constitutes academic dishonesty, read The Eagle: Student Handbook or ask your instructor. The policy is located at http://www.morehead-st.edu./units/studentlife/handbook/academicdishonesty.html. For example: Copying information from the Internet is plagiarism if appropriate credit is not given.  |