

**Fresno City College – School of Business**  
**CIT 12 Computer Literacy – Spring 2010**  
**COURSE SYLLABUS\***

**Instructor:** Jim Sause  
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**E-mail:** james.sause@fresnocitycollege.edu  
**Office (BE-111) Hours:** Monday and Wednesday: 9:00 to 11:00 a.m. and  
 Friday: 7 to 7:50 a.m. (subject to change)  
**Web site:** <http://www.fccsause.com>

	Days	Schedule No.	Times	Room
<b>Class Meeting days and times:</b>	Monday & Wednesday	24919	7 to 8:40 a.m.	BE 219
		24929	12 to 1:40 p.m.	BE-215
		24926	2 to 3:40 p.m.	BE-123
	Tuesday & Thursday	24930	7 to 8:40 a.m.	BE 123

**Course Purpose/Objectives:** Basic introduction to computers and their usage. Basic principles of hardware and software; shopping for a personal computer; social issues associated with the role of computers in the world today; and an introduction to word processing, spreadsheets, and Internet principles and usage. This class fulfills the computer literacy graduation requirement.

**Student Learning Outcomes:**

At the end of this course the student will be able to:

1. use Microsoft Office and
  - use a word processing application program to design and create a document with specified font characteristics, margins, justification, line spacing and other specified format characteristics
  - use a spreadsheet application program to design and create a spreadsheet workbook containing formulas, predefined functions, and graphs
  - use presentation software to create an electronic slide presentation
2. use and operate a microcomputer to perform basic functions including:
  - sending and receiving e-mail
  - conducting searches on the WWW for specified information
  - describing basic microcomputer hardware components
3. identify and describe how computers are used in various areas, such as education, science, business, transportation, and the government and the effects of those usages on society in general
4. create the specifications for purchasing a microcomputer for home use

**Advisory:** Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.

\*Any changes to office hours, the syllabus, schedule, grading, class policies or due dates will be announced in class and/or posted on the class website.

# CIT 12 Computer Literacy – Spring 2010

**Required Text and Materials:** All students should have their books and materials no later than the beginning of the third week of class.

1. **Concepts Texts:** *Using Information Technology, 8<sup>th</sup> Edition*, Williams & Sawyer, McGraw-Hill, 2010, ISBN: 978-0-07-351675-2.
2. **Application Software:** *SimNet Office 2007 Online*. Students must have this software to complete many of the class assignments and tests for the class.
3. **Additional Materials:** Storage Media will be discussed during the first class. A computer with internet access is necessary to complete lab assignments. Microsoft Office Word, Excel, and PowerPoint 2007 are required for some of the assignments. If you do not have a computer available outside of class, internet access, and/or the correct software, CIT 260 or CIT 261 computer lab (one unit) class is recommended.

## Optional/Recommended Lab Books:

1. *Microsoft Office Excel 2007 Introduction, 1st Edition*, O'Leary, ISBN: 978-0-07-329452-0
2. *Microsoft Office Word 2007 Introduction, 1st Edition*, O'Leary, ISBN: 978-0-07-329450-6

## Teaching Methods and Methods of Evaluation:

1. **Participation/Class Meetings:** Regular attendance and participation is expected. Students are expected to arrive on time and stay for the entire class period. Students should read the chapter from the textbook prior to attending the lecture (see tentative course schedule). Students are responsible for actively listening to lectures, participating in class discussions and group work assignments. When additional time is available, students are expected to work on their assignments. Students must be present to participate. Students with good attendance (two or less absences) or poor attendance (more than six) may have borderline grades adjusted up or down, respectively.
2. **Grading Criteria:** Letter grades will be determined based on the percentage of possible points earned during the semester, based on the items outlined below.

DESCRIPTION	DETAIL	POINTS
SimNet Assignments (Exams)	11 assignments, 30 points each	330
Presentation	1 assignment	20
Tests	4 @ 100 points each	400
Final Exam		<u>150</u>
<b>Total:</b>		<u><b>900</b></u>

**Grading Scale:** A 90%-100%, B 80%-89%, C 70%-79%, D 60%-69%, F Below 60%

3. **SIMNET Assignments:** There are multiple SIMNET assignments. Students need to complete the assignments located under the **EXAMS** area to get credit. **The lessons are optional.** The eleven highest scores of the completed “exams” will count toward the student’s grade. The lowest scores will be dropped. If individual “exam” points possible vary from the syllabus possible points, then points awarded are based on percentage correct. The SIMNET assignments will shut off automatically as they are completed and based on the due dates listed on SimNet website.

## CIT 12 Computer Literacy – Spring 2010

4. **Lab Assignments:** There are several hands-on lab assignments requiring critical thinking and the application of skills learned in class to real world situations.
5. **Submitting assignments:**
  - ❖ **SIMNET** assignments and practice quizzes must be completed using the SIMNET software program.
  - ❖ **Presentations** are done during class using Microsoft PowerPoint. The first slide should contain the content listed as a cover page (under printed assignments). Also, turn in a printed handout copy of the presentation (4 slides per page) to the instructor just prior to presenting.
  - ❖ **Printed** assignments should be turned in during class. You will lose points for improperly labeled, unprofessional appearance, or out of order assignments. Attach a cover page with the following information on all printed assignments:
    - Your name (and team members names)
    - CIT 12 and days and times your class meets
    - Class Schedule Number
    - Title of the assignment
    - Current date
6. **Practice Quizzes:** There is one quiz for each chapter 1 through 9 in the concepts text. The quizzes are available through SimNet and will remain available throughout the term. They are available to help study for the tests and the final.
7. **Tests and Final Exam:** There are four tests and a comprehensive final. The tests assess the student's comprehension of material in the concepts text. A portion of the test is based on the Microsoft programs taught in class. The required final is comprehensive and based on the concepts text, Chapters 1 through 9.
8. **Due dates:** See the class websites for assignment due dates. The tentative class schedule (attached) shows scheduled lectures, reading requirements, and tests. SimNet assignments will "turn-off" the evening they are due. Dates are subject to change.
9. **Extra Credit:** Extra credit is not given so do well on all homework, lab assignments, presentations, and tests.

### Late Assignments and Make ups:

1. **Late Assignments are not excepted.**
2. **Test Make ups:** If a test is missed, the following test counts double. If two tests are missed in a row, the first test that was missed becomes a permanent zero and can not be made up. So, don't miss two tests in a row. Make ups will only be allowed under extreme circumstances and with prior permission from the instructor.

# CIT 12 Computer Literacy – Spring 2010

## Course Policies:

- A. **Academic Dishonesty:** Plagiarism and cheating are serious violations of school policy and will not be tolerated. Unless specified, all assignments are expected to be done individually. Completing a non-group assignment as a team is cheating. Using outside sources without identifying them is plagiarism, a type of cheating. Students may discuss SimNet “exams” used as assignments and practice quizzes. However, each student must complete their OWN SimNet assignments and lab assignments NOT assigned as a team. Cheating on an exam or assignment will result in receiving a zero for the entire exam or assignment, having a copy of a Dishonesty Infraction Form put in your permanent record and can lead to expulsion from the class or the University.
- B. **Classroom Courtesy:** Students are expected to act appropriately and respect others. No visitors, children, boyfriends, girlfriends, food, or drinks are allowed. Please clean up any mess and exit any programs before leaving. Please turn off all electronic devices before class begins. Electronic devices interrupting the class are unprofessional. If you have an emergency, inform the instructor and leave the class quietly. Disruptive students will be asked to leave. Any students leaving will be marked absence and/or tardy and will not be allowed to make up missed work.
- C. **Computer Usage:** Please be respectful of the lecturer and classmates, do not “play” on the computers, listen to music, talk, text message, chat, or walk in and out during a presentation or lecture. Computers are for class related assignments. Personally owned computers may not be used during tests. Be eco-friendly by not wasting resources; avoid printing large documents or using high-bandwidth programs (watching videos, streaming music). Streaming media can disturb other students and limits available bandwidth to others completing assignments. Students may bring their own earphones for use with the SimNet program and for viewing class related media. Make sure you take all personal items with you at the end of class; the school is not responsible for their loss.
- D. **Dropping the Class:** Attendance is taken each class session. Excessive absences include missing the first day of class, two absences in the first three weeks or four absences before the drop deadline. Excessive absences and/or unsatisfactory performance may result in a student being dropped from class. Arriving late to class or leaving early will result in a tardy. Two tardies count as one absence. However, do not count on being dropped. It is the responsibility of the student to drop this class if he/she wishes to do so. See the tentative schedule for the drop deadline.
- E. **Extenuating Circumstances:** The school has a policy for extenuating circumstances. Any student experiencing an unusual situation that affects their class participation or assignments, please contact the instructor to discuss dropping/grading options.
- F. **Internet & Email:** Most assignments for this course will require the use of the Internet including email, SIMNET and Blackboard. Students need to enter their email address in Blackboard during the second week of class. If they do not have an email address, they need to set one up.
- G. **Missed Classes:** The student is responsible for obtaining material distributed on class days when absent. This can be done by contacting a classmate, the instructor, or accessing the class website. Due dates will NOT be extended due to student absence.
- H. **Need for Assistance:** If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible with the appropriate paperwork. Preferably during the first week of class.
- I. **Technical Difficulties:** Assignments in this class require the use of a computer with internet access. Occasionally there are technical difficulties, computer malfunctions, internet disconnects, etc. The student should anticipate occasional problems by planning ahead. Complete assignments early, contact technical support, or use the schools computer lab. The student is responsible for submitting assignments on or before due dates regardless of technical difficulties.

## CIT 12 Computer Literacy – Spring 2010

### Tentative Course Schedule

Dates subject to change\*

Week	Date	Lecture - Chapter
1	January 11	Introduction
2	January 18	<i>Monday, January 18th, Martin Luther King Day</i> Chapter 1
3	January 25	SimNet Overview (Mon & Tues) bring registration cards & Textbook to class
4	February 1	Chapter 2
5	February 8	<b><u>Test 1 - Chapters 1 &amp; 2</u></b>
6	February 15	<i>Monday, February 15th, Presidents' Day</i> Chapter 3
7	February 22	Chapter 4
8	March 1	<b><u>Test 2, Chapters 3 &amp; 4, Vista &amp; Office Overview</u></b>
9	March 8	Chapter 5, <i>March 12<sup>th</sup> - Drop deadline</i>
10	March 15	Chapter 6
11	March 22	<b><u>Test 3 - Chapters 5 &amp; 6, Word</u></b>
<b><i>Spring Break - March 29th through April 2nd</i></b>		
12	April 5	Chapter 7
13	April 12	Chapter 8
14	April 19	<b><u>Test 4 - Chapters 7 &amp; 8, Excel</u></b>
15	April 26	Chapter 9 & Presentations
16	May 3	Presentations
17	May 10	Presentations & Review for Final Exam
18	<b>CIT 12 - FINAL EXAM SCHEDULE</b> M/W-24919: Friday, May 21, 7 to 8:50 a.m., BE 219 M/W-24929: Monday, May 17, 12 to 1:50 a.m., BE 215 M/W-24926: Monday, May 17, 2 to 3:50 a.m., BE 123 T/TH-24930: Thursday, May 20, 7 to 8:50 p.m., BE 123	

## **CIT 12 Computer Literacy – Spring 2010**

\*Assignment due dates are listed on the class related websites, Blackboard and SimNet. Any changes to the schedule or due dates will be announced in class and/or posted on the websites.