CIT 100 Computer Fundamentals and Applications

Section: NC71  
Term: 18SP (Spring 2018)  
Prerequisites: None  
Credits: Three (3)  
Location: North Campus, Room 1140

Class hours: Wednesday 6:00 PM - 9:10 PM  
Start Date: Wednesday, January 31, 2018  
End Date: Wednesday, May 2, 2018

INSTRUCTOR CONTACT INFORMATION

Instructor: Norm Downey  
Telephone: (412) 237-4670  
E-mail: ndowney@acd.ccac.edu

I am available before and after class, by appointment and will respond to most e-mails within 24 hours.

COURSE DESCRIPTION

This is a general computer literacy course. Students learn computer fundamentals (hardware, software and using a Microsoft Windows operating system), essential applications (word processing, spreadsheets, database and presentation software), working online (networks, using the Internet and email) and the impact of computing and the Internet on society. Students develop skills with common applications to use a computer as a tool, make informed decisions concerning computer generated information and obtain basic information systems concepts and terminology.

LEARNING OUTCOMES

The learning outcomes are consistent with the requirements of IC³, an industry-recognized certification program that covers a broad range of computing knowledge and skills to prove competency in essential computer areas. The Internet and Computing Core Certification (IC³) is a global, validated, standards-based training and certification program for basic computer and Internet knowledge and skills. For a complete list of learning outcomes, see the CIT 100 Master Syllabus at: http://webapps.ccac.edu/MasterSyllabi/default.aspx.

BOOKS AND OTHER REQUIRED MATERIALS

- Folders for class handouts  
- A USB Storage Device with a capacity of at least 1GB  
- Get Microsoft Office 365 for “free” - https://www.ccac.edu/Office_365_for_Students.aspx
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**TEACHING METHODS:**

1) **Microsoft Office**
   A) Microsoft Office 2016 products (Word, Excel and PowerPoint), will be covered.
   B) Concepts will be introduced using in-class demonstrations.
   C) Students will participate by doing in class lab work and working through textbook exercises.

2) **General Computer Literacy Topics**
   A) General computer literacy topics will be addressed by class lectures and will be accompanied by PowerPoint slide shows and handouts
   B) All lecture PowerPoint presentations will be available on the class Blackboard site.

**GRADING:**

1) **Quizzes:**
   A) Three quizzes will be used to evaluate students’ understanding of general computer topics.
   B) Each quiz is worth 5% of the total grade (quizzes will make up 15% of the overall grade).
   C) Quizzes consist of short answer, fill-in the blank, and multiple-choice type questions.
   D) Quizzes are closed book, closed note.
   E) Quizzes are limited to 30 minutes of class time and will not be accepted after the final call.
   F) There are no makeup quizzes for any reason. Your score for any missed quiz will be zero.

2) **Tests:**
   A) Three tests will be used to evaluate students’ ability to produce documents using Word, workbooks using Excel, presentations using PowerPoint.
   B) The Word test is about one hour, the Excel and PowerPoint tests will last about two hours.
      Tests will not be accepted after the final call.
   C) All tests are open book and open note. Students may also use the Help screens built into Microsoft Office and web resources during the test.
   D) Grading of tests will be based on accuracy and completeness.
   E) Test results will be submitted electronically either through academic email or Blackboard.
   F) There are no makeup tests for any reason. Your score for any missed test will be zero.

3) **Homework:**
   A) Three assignments will be used to evaluate students’ proficiency with Microsoft Office
   B) Grading of homework will be based on accuracy and completeness.
   C) All homework must be submitted electronically either through academic email or Blackboard.
   D) Homework is due before the start of class on the due date listed for the assignment.
   E) Students are required to keep back-up copies of all assignments.
   F) Hardware or software failure is not a valid excuse for submitting late homework.
   G) Homework will NOT be accepted late. Your score for any late or missing homework will be zero.
4) **Other Grading items:**

A) Your class grade will be composed of:

- 3 Homework Assignments (one each for Word, Excel and PowerPoint)
- 3 Tests (one each for Word, Excel and PowerPoint)
- 3 Quizzes on computer literacy topics.
- Percentage weights for the Tests and Homework assignments are listed below:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Homework</th>
<th>Test</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>10%</td>
<td>20%</td>
<td>25%</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>10%</td>
<td>15%</td>
<td>20%</td>
</tr>
<tr>
<td>Excel</td>
<td>10%</td>
<td>20%</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Totals**

- 30%  
- 55%  
- 85%  
- +15% for 3 quizzes = 100%

B) Calculating your grade - *an example*...

- All individual Tests, Homework assignments and Quizzes are graded on a scale of 0 to 100 and then converted over to a percentage score for the class grade
- If you scored 75% (75 out of 100) on the Word Test that would be used to calculate the Word Test part of your final grade by multiplying 75% (the grade you earned on the test) by 15% (the “value” of the Word test as part of your final grade), which equals:

  \[75\% \times 15\% = 11.25\%\] for the course.

- An example for the entire term’s worth of grades:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Item</th>
<th>Overall Value</th>
<th>Item Score</th>
<th>Percentage Score</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>Homework</td>
<td>10%</td>
<td>85%</td>
<td>8.50%</td>
<td>B</td>
</tr>
<tr>
<td>Word</td>
<td>Test</td>
<td>20%</td>
<td>80%</td>
<td>16.00%</td>
<td>B</td>
</tr>
<tr>
<td>Excel</td>
<td>Homework</td>
<td>10%</td>
<td>90%</td>
<td>9.00%</td>
<td>A</td>
</tr>
<tr>
<td>Excel</td>
<td>Test</td>
<td>20%</td>
<td>83%</td>
<td>16.60%</td>
<td>B</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>Homework</td>
<td>10%</td>
<td>100%</td>
<td>10.00%</td>
<td>A</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>Test</td>
<td>15%</td>
<td>75%</td>
<td>11.25%</td>
<td>C</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>Quiz</td>
<td>5%</td>
<td>55%</td>
<td>2.75%</td>
<td>F</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>Quiz</td>
<td>5%</td>
<td>78%</td>
<td>3.90%</td>
<td>C</td>
</tr>
<tr>
<td>Quiz 3</td>
<td>Quiz</td>
<td>5%</td>
<td>91%</td>
<td>4.55%</td>
<td>A</td>
</tr>
</tbody>
</table>

**Totals >>>**

<table>
<thead>
<tr>
<th>Overall Value</th>
<th>Item Score</th>
<th>Percentage Score</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td></td>
<td>83%</td>
<td>B</td>
</tr>
</tbody>
</table>

C) Grading scale:

- 90% and greater = A
- Less than 90% but equal to or greater than 80% = B
- Less than 80% but equal to or greater than 70% = C
- Less than 70% but equal to or greater than 60% = D
- Less than 60% = F

D) See course Syllabus for details on quiz & test schedules and topics.
ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The college recognizes its responsibility to provide academic and nonacademic services and programs equally to individuals with and without disabilities. To this end, the college provides reasonable accommodations for qualified students and employees with documented disabilities consistent with the requirements of the Americans with Disabilities Act, sections 503 & 504 of the Rehabilitation Act and other federal, state and local laws and regulations. The college maintains an Office of Supportive Services at each campus location to receive, review and evaluate requests from students who require an accommodation with respect to their educational program. Students' requesting reasonable accommodations due to a documented disability must first register with their campus’ Supportive Services Office and obtain an official letter identifying approved accommodations to be distributed to their faculty members. For North Campus please contact the Learning Disabilities Coordinator, at 412-369-3686.

ATTENDANCE PROCEDURE FOR PREGNANCY & PREGNANCY RELATED CONDITIONS

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the absences are determined to be medically necessary. Students will be provided with the opportunity to make up any work missed as a result of such absences, if possible. For more information or requests for accommodations, students should inform their instructor(s) and/or contact Sumana Misra-Zets, Title IX and ADA/504 Coordinator, at 412-237-4535 or smisra@ccac.edu.

ATTENDANCE PROCEDURE FOR RELIGIOUS OBSERVANCE:

The college will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams in order to observe a religious holiday or participate in some other form of religious observance. Students shall be provided, whenever possible, reasonable opportunity to make up academic assignments missed due to such absences, unless doing so would create or impose an undue burden on other students or the College. It shall be the students’ responsibility to provide written notice via the Request for Accommodation for Religious Observances Form (accessible at https://www.ccac.edu/nondiscrimination/) to every instructor for each course in which an accommodation is being requested. For more information contact the Civil Rights Compliance Officer/Title IX Coordinator, at 412.237.4535 or smisra@ccac.edu.

CHosen FIRST NAME PROCEDURE FOR STUDENTS:

Many individuals use names other than their legal first name to identify themselves for a variety of personal and/or cultural reasons. The college seeks to provide an inclusive and non-discriminatory environment by making it possible for students to use a chosen first name on college records when a legal name is not required. Chosen first names may not be applicable in certain programs due to the requirements of accreditation organizations and clinical sites. For more information, please see the Student Handbook (accessible at https://www.ccac.edu/Academics/Academic-Rules-and-Regulations/CCAC-Student-Handbook/).
TITLE IX NOTIFICATION:
Know your rights as a student. Title IX, the Clery Act and the SaVE Act prohibits sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence, and stalking. See the complete policy and how to report at https://www.ccac.edu/nondiscrimination/.

DROP/ADD/WITHDRAWAL:
Notifying the instructor of your intention to drop or withdraw does NOT count as an official withdrawal from a course. Procedures for drop/add/withdrawal can be found at www.ccac.edu/registration-services/.

Students receiving financial assistance through grants, loans, and veterans’ benefits should consult with the Financial Aid or Military and Veterans Service Center before dropping, adding, or withdrawing from class. Students’ aid may be impacted by a change to the total number of credits in which the student is enrolled, or by receiving a W grade in one or more classes.

Consult the Academic Calendar on MyCCAC portal for these important deadline dates. Note that courses that do not meet within the standard 16- and 14-week terms have unique drop/withdrawal deadlines. Failure to process these forms with the Registration office by the published deadline may result in F grades and have financial consequences.

MYCCAC PORTAL AND ACADEMIC EMAIL:
The MyCCAC portal provides access to all course, grade and administrative information at https://my.ccac.edu. All email correspondence regarding your academic work is to be conducted to and from your CCAC academic email account.

Access your course information, email, Student Handbook, incident reporting and college services at: https://my.ccac.edu

OTHER ITEMS:
1) This class assumes that you can type (or at least are familiar with using a keyboard) and can use a mouse.
2) Windows will be covered briefly during the first class. If you have any difficulties using Windows, particularly saving or retrieving files, please see me. CCAC uses Microsoft Windows 7 in class and the labs.
3) Class assignments must be completed using Microsoft Office.
   A) Assignments completed using older versions of Microsoft Office (2003 and earlier) or any other software will NOT be accepted.
   B) If you do not have Microsoft Office on your home PC, you can use the College Computer Labs. Lab hours and locations are posted on the web.
   C) Alternatively, you can install Office 365 from the student portal onto your own PC – requires a PC and fast Internet connection
D) Claiming to not have access to a computer with Microsoft Office is not a valid excuse for late or missing homework.

4) Tests and Quizzes
   A) If you come in late during a test or quiz you will only have from the time you arrived until the final call to complete the test or quiz – please be on time.
   B) During quizzes and tests:
      ♦ Students may not use e-mail, instant messaging, or other communications software or devices
      ♦ Students may not use any personal electronic devices (including phones and MP3 players),
      ♦ Students may not share course materials or other resources, including notes, books, or calculators
      ♦ Violations of the above will result in a failing grade for that quiz or test.

5) There is no grade for attendance or participation, but it is unlikely that you will pass this course unless you regularly attend and participate in class.

6) Classroom Civility
   A) Please do not use the Internet/WWW during class unless as part of an assignment.
   B) You may take emergency phone calls during class, but leave the classroom. Don’t make this a habit.
   C) This is a family friendly environment where everyone is respected. Uncivil behavior will not be tolerated.
   D) All students must conform to the Student Code of Behavioral Conduct

7) E-mail:
   A) Use only the CCAC academic e-mail system for class communications.
   B) Students should check their CCAC e-mail account at least twice per week.
   C) Use whole sentences, proper spelling, and good grammar in e-mails to me.
   D) Remember to include a subject in all e-mail messages

8) Students should:
   A) Attend class every week.
   B) Be prepared to devote at least 5 hours per week towards homework and study for this class.
   C) Start assignments on the date assigned rather than wait until the last minute.
   D) Regularly check the class Blackboard site for additional information and course updates.
   E) Ask questions.

The syllabus and course outline for this class may change during the term. Both documents include publication dates. Be sure you have the latest versions. Changes will be noted and posted to Blackboard.

For a week-by-week schedule of class activities, please see the course syllabus.
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I have read the course outline and syllabus for CIT 100, Computer Applications and Fundamentals, section NC71, Spring 2018. I understand and agree to the rules and structure that have been set forth for this course. I have been given an opportunity to ask questions about the syllabus, the course outline and the course structure. I understand that, while unlikely, changes in the syllabus or course outline may occur at the instructor’s discretion. I further understand that both the course outline and syllabus are published on Blackboard and include revision dates, and that it is up to me to ensure that I have the latest version of these documents.

Student Name (Print) ___________________________________________________________

Student Signature ____________________________________________________________

Date _________________________________________________________________________
