

CIS 120 OA, ANDERSON UNIVERSITY (SC) SYLLABUS



Legends say that hummingbirds float free of time, carrying our hopes for love, joy and celebration. The hummingbird's delicate grace reminds us that life is rich, beauty is everywhere, every personal connection has meaning and that laughter is life's sweetest creation.

I. COURSE INFORMATION:

Course: CIS 120 Introduction to Information Processing Systems – 3 semester hours of credit

Catalog Description: Introduction to basic microcomputer concepts and applications; emphasis on the utilization of information processing systems in business. Topics include word processing, spreadsheet creation, database development, presentation graphics, electronic mail, and Internet.

Prerequisites: None

Class Meeting Time: Online

Class Meeting Place: Online

Estimated Time: Approximate time to complete each assignment is listed on the Course Calendar.

About the Course: This is a fully online course. The due dates for assignments, projects, trainings and quizzes are posted on Canvas and listed on the calendar located in the Getting Started section in Canvas. For an online 7-week class, you should expect to work on your course for a minimum of 18 hours each week. Be sure to check in and participate in the course site weekly.

Proctorio: This course will use Proctorio for verification of student identity and for monitoring student activities while completing selected tests and exams. Proctorio is used to authenticate students (verify their identity) and records student activity during the exam period. There is not a human watching you take your test/exam. Students must own a video camera associated with their laptop or PC to use Proctorio. Specific instructions regarding the use of Proctorio are offered in the Text and Exam instructions in the course. Instructions and procedures for onboarding with Proctorio (getting started and setting up) will be made available to you in advance of your first test.

Learner Expectations: In this online course, you are expected to be an active participant in the course. Even though you may not see your classmates and instructor, AU online course is designed to include quizzes and other forms of collaboration and communication. You should be willing and ready to regularly communicate with classmates and instructors online. You will participate in weekly activities in your course. You will need to log into your course and check your official Anderson University email account daily. Doing so will allow you to view announcements, participate in class activities, assignments, online quizzes, and complete assessments. You are expected to complete all assignments, quizzes, tests, and any other activities by the due date.

Do not hesitate to ask questions. You are strongly encouraged to contact your instructor if you have course related questions regarding course concepts, assignments, and feedback provided to you. It is recommended that you contact your instructor well in advance of the due date. When you email questions, refer to the course syllabus to view the policy on response time.

II. COURSE PURPOSE, OBJECTIVES, AND STUDENT LEARNING OUTCOMES:

Course Purpose:

The purpose to this course is to provide students with an introduction to MS Office technologies. Students will study ways to implement the technologies to add value to an organization and to manage data and information.

COB Student Learning Outcomes for Undergraduate Programs

SLO 3: Demonstrate proficiency in basic computer skills

The goals of this course are to teach students:

- what a computer is
- what a computer does
- what the components of a computer are
- how the internet and email work
- how to copy, move, rename, and delete files in Windows Explorer
- how to use email
- how to create a document using Word
 - enter text
 - insert clip art and photos
 - use headers and footers
 - create and edit a document
 - format paragraphs and characters
 - change margins and adjust line spacing
 - create footnotes and endnotes
 - create citations and work cited pages
- how to create a spreadsheet using Excel
 - entering text
 - entering formulas
 - create charts
 - make decisions using if statements
 - entering numbers
 - formatting worksheets
 - use built in functions
 - understand relative reference versus absolute reference
- how to create a presentation using PowerPoint
 - choose themes and variants
 - create slides
 - create a slide show
 - create bulleted lists
 - use clip art and photos
 - apply animations and transitions

IDEA Learning Objectives

Application of Learning

- Learn to apply course material (to improve thinking, problem solving, and decisions) Objective's focus: applying what you have learned in this class to clarify thinking or solve problems
- Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
Objective's focus: developing skills, abilities, or attitudes of a beginning professional

III. METHOD OF ASSESSING ACHIEVEMENT OF STUDENT LEARNING OUTCOMES:

- The ability to create documents, spreadsheets, and presentations and the ability to identify computer components will be assessed through participation in chapter assignments and quizzes and through exams and a final exam.
- The ability to communicate and share information using email will be assessed based on the ability to connect with the instructor via email.
- The ability to copy, to delete, to rename, and to move files will be assessed through participation in chapter assignments and quizzes and through exams and a final exam. All files for student use are either downloaded from CANVAS or downloaded from Web resources.

- Students will master class material through textbook assignments, homework, reading assignments, projects, and tests.

IV. Content Outline / Course Calendar:

Computer Concepts	File Management	PowerPoint
Internet and World Wide Web	MS Office	Excel
Electronic Mail	Word	

The course calendar can be found in the Getting Started section in Canvas.

V. Assignments; Method(s) Of Assessing Achievement of Student Learning Outcomes; Student Feedback and Grading Policies and Procedures

- a. Assignments are listed in the Course Calendar, in Canvas and in MindTap. All assignments must be submitted **on** or **before** the due date. NO assignments will be accepted after the due date.
- b. Tests and Final Exam:
 - 1) 55% of the grade is based on tests and a final examination.
 - 2) Tests and exams are mainly formatted as application of skills through problems.
 - 3) All material covered, assigned as topics, homework assignments, quizzes, and the entire textbook may be included as content.
- c. Module Trainings, Module Textbook Projects, Module Projects & Cases, and Quizzes:
 - 1) 45% of the grade is based on Module Trainings, Module Textbook Project, Module Project & Cases, and Quizzes.
 - 2) Active participation in the course is mandatory. You must participate in weekly assignments.
 - 3) ALL assignments have a due date and must be submitted **on** or **before** the assigned date and time regardless. These assignments will **not be accepted late** and will **not be reopened!!** No excuses are justifiable!!
 - 4) Un-submitted work will receive a ZERO grade.
- d. Student Feedback:
 - 1) Students can expect the instructor to respond to emails within 24 hours. Emails received **after 9pm** will be answered the next day.
 - 2) Students can expect the instructor to grade an assignment, at times provide feedback comments, and update the Canvas gradebook within 3-5 days after the assignment's **due date**.
 - 3) Students can access grades by logging into Canvas (located in the online course on the left control panel).

- e. Assignments:

WORD TEST	10%
POWERPOINT TEST	6%
EXCEL 1 TEST	14.5%
EXCEL 2 TEST	14.5%
FINAL EXAM	15%
MODULE TRAININGS	8%
MODULE TEXTBOOK PROJECTS	12%
MODULE PROJECTS AND CASES	20%

- f. Grading Scale:
A \geq 90 80 \geq B < 90 70 \geq C < 80 60 \geq D < 70 F < 60

VI. METHODS OF INSTRUCTION:

The course materials will be presented using multi-media, textbook reading, videos, interactive training, and other Web based resources

VII. COMPUTER AND INFORMATION TECHNOLOGY USAGE; E-MAIL POLICY:

Technology Expectations:

Students should have a reliable **PC** computer and Internet in order to access course materials and complete assignments. Since this course is web-based, there are some expectations as to technical skills, which include uploading, downloading, and general computer skills. Instructors may require additional software or hardware.

University E-mail:

All students are assigned and expected to maintain an e-mail address on the Anderson University e-mail system. Learners are expected to check their e-mail several times each week in an online course. Students are responsible for all material, assignments, and announcements sent by e-mail. Ignorance of course requirements, instructor statements and directions, and University announcements or policy statements sent through University e-mail is not an acceptable excuse.

Technical Support:

If you encounter technical support issues (e.g., LMS is unavailable, username and password are not working), you should immediately contact the IT Help Desk. In your communication with the IT Department, be sure to describe the nature of your problem with as much detail as possible so they can provide the best possible assistance. You are encouraged to first contact the IT Help Desk using the web-based support system listed below. If you are unable to login to the system, you can reach them via phone.

Online Time Expectation:

In college classes, there is a general expectation that learners will need to spend two hours out of class for every hour in the classroom. Therefore, for an online 7-week class, you should expect to work on your course for a minimum of 18 hours each week.

Learner Expectations:

In your online and blended courses, you are expected to be an active participant in the course. Even though you may not see your classmates and instructor, AU online and blended courses are designed to include quizzes and other forms of collaboration and communication. You should be willing and ready to regularly communicate with classmates and instructors online. You will participate in weekly activities in your courses. You will need to log into your course and check your official Anderson University email account daily. Doing so will allow you to view announcements, participate in class activities, assignments and complete assessments. You are expected to complete all assignments, quizzes, tests, and any other activities by the due date.

Do not hesitate to ask questions. You are strongly encouraged to contact your instructor if you have course related questions regarding course concepts, assignments, and feedback provided to you. It is recommended that you contact your instructor using the LMS well in advance of the due date. When you email questions to one of your instructors refer to the course syllabus to view their policy on response time.

Help Desk Website: help@andersonuniversity.edu

Help Desk Phone: (864) 231-2457

VIII. COURSE POLICIES:

Online attendance

You will be marked absent during any week where you have not logged into this course in Canvas and/or MindTap and participated in scheduled activities. A failure to submit at least one required assignment during the week it is scheduled will result in being marked absent for the week. Absences (either excused or unexcused) in **excess of two class sessions per semester will result in an automatic withdrawal from the course** unless the student officially withdraws from the course before the deadline set by the university.

Other Policies

- If using computers in one of the campus computer labs, food and drinks are not permitted in labs.
- The copying of copyrighted or licensed material or programs and/or other student's work product is prohibited.
- You are responsible for setting up your computer, logging into CANVAS, connecting to the Internet, and loading all required software on your computer.

Academic Dishonesty

Students at Anderson University are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. The University faculty's expectations define the following areas that would violate Academic Honesty: plagiarism, fabrication, cheating, and academic misconduct. The policy, process, and penalties for academic dishonesty are described in the Student Handbook. (Excerpt from AU Catalog) Sharing files/documents and sharing passwords is cheating!!

Statement on Disabilities and Academic Adjustments

If you have a disability that may interfere with your learning, testing, or assignment completion in this course, you may be eligible to receive an academic adjustment to help provide you with an equal opportunity to participate in and benefit from this course. Please contact the staff of the Center for Student Success, who will advise you on appropriate documentation, determine reasonable adjustments, and notify me of any adjustments for which you are eligible. Once you have been approved for an academic adjustment through the Center for Student Success, please discuss with me its appropriate implementation in this course. Documentation must meet the guidelines specified by university policy, and no one else can be notified of your disability or adjustment without your written consent. This process must be repeated for every semester you are enrolled at Anderson University and wish to receive an adjustment. Academic adjustments are intended to "level the playing field" so that students with disabilities can demonstrate their true abilities in their courses. Changes cannot be made to grades earned before a student has requested an adjustment, so please attend to this early in the semester.

FIRST Day to Withdraw with a grade of W

The first day to withdraw from this course with a grade of W (Form Required) is [REDACTED].

LAST Day to Withdraw with a grade of W

The last day to withdraw from a course with a grade of W is by [REDACTED].

IX. Other Learning Facilities and Resources Pertinent to Course

Thrift Library

Hours are posted at <https://www.andersonuniversity.edu/library> (Closed on all university holidays.)

The Writing and Multi-Media Center

Located in Thrift Library, 2nd floor. For drop-in hours and appointment-based tutoring for all your writing needs, see <https://www.andersonuniversity.edu/writing-center>. Schedule an appointment by visiting <https://anderson.mywconline.com>. If you are an Online or University Center student, or unable to make it to the physical writing center, please feel free to make an online appointment by selecting the option that reads "online appointment". Instructions for setting up an account are provided on the page.

The Center for Student Success

Located in in Thrift Library, 2nd floor. The Center provides support for academic assistance, tutoring services, as well as study skills seminars. Call 864-328-1420 to contact the Center or visit their website at <http://www.andersonuniversity.edu/student-success>.