

Instructor: Kathy Van Pelt
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I respond within 24 hours Monday – Thursday; and within 48 hours Friday through Sunday
Course/Office Hours: Online course format; and online office hour or by appointment
Blackboard website: <https://blackboard.miracosta.edu/>

Course Description

This course provides an in-depth, hands-on introduction to computer applications and fundamentals. Topics include computer concepts, the operating system, and word processing, spreadsheet, presentation, database, and Web browser applications. The course emphasizes applied computer applications skills and techniques, computer concepts and ethical considerations, and the use of computer applications as integrated tools to perform professional-level analyses. UC credit limitation: Credit for CSIT 110 or 120. This course is taught using Microsoft Office 2011 for the Mac and FileMaker Pro 12 (trial version).

Course Objectives

- Compare and contrast the four main functions of computer hardware: input, processing, output, and storage.
- Evaluate an ethical computing question and draw conclusions about findings.
- Use the operating system to perform file management operations such as copying, moving, renaming, deleting, and folder organization.
- Evaluate Internet search methods and choose which methods result in the most accurate search results.
- Plan and create a document, resume, and research paper using word processing software; arrange and organize document elements to meet professional standards of word processing.
- Plan and create worksheets and charts using spreadsheet software; construct a spreadsheet that uses formulas, functions, and charts to analyze and perform a what-if analysis between two or more sets of data.
- Plan and create a relational database that uses proper database design and has multiple tables and queries using database software.
- Plan and create a presentation using a design template and auto layouts and create a slide show using outline view and clip art using presentation software.

Course Level Student Learning Outcomes

- Describe and explain computer hardware and software: their functions, processes, operations, capabilities, and how they integrate.
- Evaluate spreadsheet data and draw conclusions and integrate data within a word processing memo.
- Construct a slide presentation that summarizes disparate sets of data stored in separate tables within a database.

Course Materials

Required:

- Office 2011 for Macintosh: The Missing Manual, Grover, ISBN 978-1-4493-9335-9
MiraCosta Bookstore price: \$35.79
- Snow Leopard Quick Reference Card, ISBN 978-1-936220-47-2
MiraCosta Bookstore price: \$3.60

You may purchase these materials from the MiraCosta College Bookstore, from the publishers, or from an outside online source. EOPS at (760) 795-6680 offers financial help for certain textbooks and they have a lending library. The EOPS office is located in Building 3000 on the Oceanside campus.

Optional:

- Word Quick Reference Card
- Excel Quick Reference Card
- PowerPoint Quick Reference Card

Required Operating System and Software

- OS X Snow Leopard or Lion installed on a Mac computer.
- Microsoft Office 2011 for Mac, Student or Academic Edition (Word, Excel, and PowerPoint).
- FileMaker Pro 12 (**30-day free trial to install the last 30 days of class**). Access to FileMaker Pro for the Mac on the Oceanside campus and FileMaker Pro to the PC at the San Elijo campus.

Students may use Office 2011 and FileMaker Pro 12 in the computer lab on the Oceanside campus. Students may wish to purchase MS Office for home use from the Foundation for California Community Colleges at: <http://www.collegebuys.org/> for under \$100 (an excellent price!) or from another online source.

Policies

Important Dates

Last day to add	January 31
Last day to drop with no grade placed on record and receive refund	February 6
Deadline to file petition for Pass/No Pass grading option	February 27
Last day to drop class with a "W" grade	April 23
Final exam	May 19

Pass/No Pass Grading Option

You have the option to choose Pass/No Pass grading for this class. A Pass grade for this class would be 70 percent or a minimum of 594 points. If you choose this option, you must submit a Petition for Pass/No Pass to Admissions & Records by February 27. This option for grading is nonreversible once selected. The petition form is available online or from Admissions & Records. Students planning to transfer should consult with a counselor before opting for Pass/No Pass to ensure this option is accepted by their intended transfer institutions. Check the MiraCosta College catalog or schedule for more detailed information.

Library Resources

The MiraCosta College faculty librarians assist students with their research questions, whether academic or personal. Students may obtain assistance from librarians either one-on-one at the reference desk, through class orientations, group workshops, individual appointments, or online. I strongly encourage you to take advantage of library resources. Check out their webpage: www.miracosta.edu/library. For online help, try their Ask Us website: <http://library.miracosta.edu/AskUs>.

College Support Services

The Tutoring and Academic Support Center (TASC) and the Writing Center (WC) assist students by providing individual and group tutoring, WC drop-ins, learning communities, self-help materials, and student success workshops. Services are free and available to all students during day and evening hours at all MiraCosta College campuses. I recommend that you take advantage of these academic support services. For more specific information, please call (760) 795-6682.

Disability Accommodations

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disabled Students Programs & Services as soon as possible to ensure that such accommodations are implemented in a timely manner. Their phone number is 795-6658 and they are located in Building 3000-Student Services, Room 3009, adjacent to Parking lot 3C.

Plagiarism and Ethics Policy

Each student agrees to the following statements of student behavior:

- I agree that I, and only I, will be the one completing and submitting class materials (homework, quizzes, exams, written projects, etc.) in my name.
- I agree that I will not directly copy or plagiarize material from books, publications, the Internet, other students' work, or any other source. I am familiar with, and I agree not to violate, copyright laws. If small amounts of material from other sources are used as part of any class assignment, I agree to clearly indicate such and properly cite the source.
- I agree that, unless approved by the instructor, I will not share answers to homework assignments, quizzes, exams, or any other course material with fellow classmates.
- I acknowledge that failure to comply with any of the above statements may result in failure of an assignment, removal from the course, failure in the course, and discipline action deemed appropriate by the instructor in his sole discretion and/or policies and procedures set forth by the Board of Trustees of the MiraCosta Community College District, fully described in the College Catalog.

Evaluation

Weekly Assignments

The course includes weekly assignments which include quite a variety of work, depending on the week, and could include any of the following: textbook reading/videos, textbook exercises, discussion board and blog posts, Blackboard quizzes and tests, and hands-on projects. Assignments are listed on the last page of this syllabus and explained in detail in Blackboard. Most assignments are due on or before Mondays.

Projects

You will complete projects demonstrating the skills and techniques you have learned in the context of a real-world scenario with Word, Excel, PowerPoint, and FileMaker Pro; at least one of which is an integrated project with two of the applications. A grading rubric will be used to evaluate each integrated project. Projects are anywhere from 25 to 60 points, for a total of 225 points. Projects submitted up to one week late will be penalized 10 percent. Most projects are due on or before Mondays.

Ask a Question Discussion Board/Blog Posts

You may earn up to 50 points posting in the Ask a Question Discussion Board and 70 points for blog posts. **BOTH ARE REQUIRED COURSE COMPONENTS.**

Quizzes

There are 10 Blackboard quizzes covering the weekly material spread over 15 weeks. Each quiz covers the material you learned for the week; however, you don't have a quiz every week. Each quiz is worth 10 points for a total of 100 points. Most quizzes are due on or before Mondays.

Tests

There are five unit tests and a final exam, which are taken in Blackboard. Each test covers the material you learned in the unit, while the final exam is comprehensive. Each unit test is worth 20 points and the final exam is worth 40 points, for a total of 140 points. Most tests are due on or before Mondays.

Grading Scale

The total possible points for this class are 855. The grading scale is as follows:

Activities/assignments	270	765 to 855 points	A
Quizzes Exam	100	680 to 764 points	B
Tests/Final Exam	140	594 to 679 points	C
Projects	225	509 to 593 points	D
Blog/discussion board	120	Less than 509 points	F
Total	855		

You can view your grades in Blackboard with the My Grades button.

Anticipated Course Hours

Students should anticipate spending five to nine hours per week in this class to be successful. Please plan accordingly and well in advance to pace yourself to finish your assignments, tests, and projects by the due dates.

CIST 110, Section 2269, Spring 2014 Calendar

(syllabus is subject to change at any time at the discretion of the instructor
 (refer to Blackboard for specific assignment instructions and points))

Week	Date	Topic	Homework Due Date
Mac OS Snow Leopard/Lion, Safari Browser, Computer Concepts Unit			
Week 1	Jan 27	Course Intro, Computer Concepts, and Mac Operating System	Feb 3
Week 2	Feb 4	Browsers, Cyber Ethics, and Test 1	Feb 10
Microsoft Word Unit			
Week 3	Feb 11	Office for Mac Intro and Microsoft Word Opening, Editing, Saving, Printing Advanced Editing in Word Making the Most of Graphics and Media	Feb 18
Week 4	Feb 18	Setting Up Documents and Pages Printing Documents, Envelopes, and Labels Working with Long Documents MLA paper	Feb 24
Week 5	Feb 25	Resume Online Workshop Word Test	Mar 3
Week 6	Mar 4	Microsoft Excel Basic Excel Building Advanced Worksheets	Mar 10
Spring Break – March 10 through March 16			
Microsoft Excel Unit			
Week 7	Mar 17	Excel Data Magic Online File Storage -SkyDrive and Office Web Apps	Mar 24
Week 8	Mar 25	Formatting and Charts: Well-Dressed Spreadsheets Printing and Sharing	Mar 31
Week 9	Apr 1	Integrated Word/Excel Project Excel Test	Apr 7
Microsoft PowerPoint Unit			
Week 10	Apr 8	Planning and Creating Great Presentations Building a PowerPoint Presentation	Apr 14
Week 11	Apr 15	Putting on a Show PowerPoint Project PowerPoint Test	Apr 21
FileMaker Pro Unit			
Week 12	Apr 22	FileMaker Pro and Database Intro FileMaker Pro Basics	Apr 28
Week 13	Apr 29	Relationships, Finds, and Importing and Exporting FileMaker Pro Test	May 5
Week 14	May 6	FileMaker Pro/PowerPoint Integrated Project	May 12
May 13 through May 19 Final Exams Week			