

CIS 101 Introduction to Microcomputing –Fall 2011 Section 7 Syllabus

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Include CIS 101 in subject line

Include your first and last name in subject line

Updates on class, test reminders, etc., are sent to your CPP email- be sure to read it

Class website: <http://sam2010.course.com>

Office hours: Tuesday and Thursday 11:30AM – 12:50 PM, by appointment only. You can meet with me in the classroom during self-study days – the easiest for you.

Class Meetings: Tuesdays and Thursdays, 3:00-5:00PM, 98C-4-33. Classroom meetings are required only on exam days. Attendance is optional on non-exam self-study days. You can use the computer equipment in the classroom or any other computer with Internet access to prepare for the exams.

Course Description:

CIS 101 – Introduction to Microcomputing – (4 units) Using personal computers and personal productivity software: (1) Windows 7, (2) Word 2010, (3) Powerpoint 2010, (4) Excel 2010, (5) Access 2010. Problem solving using software packages adopted by the College of Business Administration. Credit/No Credit.

Expected Outcomes:

The purpose of this course is to have each student attain a level of expertise in each of the applications so that they may use those skills in subsequent courses at Cal Poly Pomona without the course instructor having to spend time on basic use of applications.

Grade Assessment:

This course is a graded on a “credit/no credit” basis.

To receive credit for this course, you need to complete projects and pass exams with a score of 70% or better in each one of the 5 Microcomputing applications covered in the course.

Training: This class includes one training module for each of the subject areas. The trainings are available on <http://sam2010.course.com>.

Exams: The class requires that you pass each of the 5 subject exams with a grade of 70% or better. You have one opportunity during the week the exam is given in the classroom to earn this score. In addition, you can repeat exams during the final exam time if you have not passed them.

Course Overview: There are no lecture sessions for CIS 101 after the first day. **All students need to attend the first class meeting (Thursday, September 22, 2011 in 98C 4-33).** Students prepare for the exams using the SAM application software, available through the Internet Explorer browser. This software provides training that students can work through at their own paces and become proficient with the five areas that will be tested, namely Microsoft Windows 7, Microsoft Word 2010, Microsoft PowerPoint 2010, and Microsoft Excel 2010, and Microsoft Access 2010.

Training & Exams available on SAM Course Website: <http://sam2010.course.com> But the exams can only be taken in the classroom on the scheduled days.

Attendance is optional on non-exam self-study days. You can use the computer equipment in the classroom or any other computer with Internet access to prepare for the exams.

- **One try on each exam:** On exam day (schedule on p. 3) for each topic, you will take the exam.
- **Don't Pass the Exam:** You can take a second attempt during the class final exam period.
- **Students that pass all five exams during the exam days for each topic do not have to take any exams on the final exam day.**

Course Materials:

Required: Students must purchase access codes from the Bronco Bookstore to utilize the SAM software to prepare for the examinations. *Login instructions for logging in the first time -- be sure to register for the Eryilmaz (Section 7) section of the course. Cal Poly's Institution Key is T2035965*

Training tutorials and links to the “real” exams on exam days are available on the Course website located at <http://sam2010.course.com>.

This site contains the training lessons that you will use to prepare for your exams. **You must create a login account to access this site, and use your SAM access code.** Firefox, Adobe Flash Player, and Adobe Acrobat Reader are required to use this software. Currently, Internet Explorer seems to work the best with SAM.

Note: Chrome, Firefox, and Safari on Macintosh computers partially work with the SAM website. However, the right-mouse button on the Mac does not work within the Flash tutorials in SAM in Safari. Clicking on the right-mouse Mac button gives you options for running Flash, but not options that are effective within the simulation.

Cal Poly Email: Please read your Cal Poly email on a regular basis. It is an important source of information about this class, your other classes, and the University in general. Changes in policies, important due dates, etc. are all sent to your Cal Poly email address. **Clean out your**

mailbox when it gets full. In order to forward email addresses see the instructions at http://www.csupomona.edu/~ehelp/email/store_or_forward.html

Services for students with disabilities:

The office of Disability Resource Services is the campus authority to verify disabilities and to prescribe specific accommodations and services for students with documented disabilities. Individualized programs are designed that enable students to compete academically on an equal basis with their non-disabled peers.

Catherine Schmitt Whitaker., Director (909) 869-3333 (Voice/TDD), Bldg. 9, Room 103. E-mail: clschmitt@csupomona.edu; Website: <http://www.dsa.csupomona.edu/drc/>

Daily Class Schedule:

Self-Study Days: Class attendance is optional on self-study days. Because there twice as many students as computers, the following schedule goes into effect after the first class meeting.

Group AK: Last names that start with A through K have first priority in the lab on Tuesdays.

Group LZ: Last names that start with L through Z have first priority in the lab on Thursdays.

Exam Days: Exams are administered in the 98C-4-33 classroom only. You have to register with instructor to receive the password for the exam.

Exam Groups: On exam days, exam times are staggered for the two groups. If you are in the Group LZ for the day, you can come in about 15 minutes prior to you exam time and if there are vacant seats you can arrange to start a little earlier than on the hour.

Date	Topic	Group AK	Group LZ
Thursday 9/22	Introduction and Orientation	Windows 7 Self-Study	Windows 7 Self-Study
Tuesday 9/27	Windows 7 Self Study	Windows 7 Self-Study	Windows 7 Self-Study
Thursday 9/29	Windows 7 Self Study	Windows 7 Self-Study	Windows 7 Self-Study
Tuesday 10/4	Windows 7 EXAM	First Hour	Second Hour
Thursday 10/6	Word 2010 Self-Study	Word 2010 Self-Study	Word 2010 Self-Study
Tuesday 10/11	Word 2010 Self-Study	Word 2010 Self-Study	Word 2010 Self-Study
Thursday 10/13	Word 2010 Self-Study	Word 2010 Self-Study	Word 2010 Self-Study
Tuesday 10/18	Word 2010 EXAM	First Hour	Second Hour
Thursday 10/20	PowerPoint 2010 Self-Study	PowerPoint 2010 Self-Study	PowerPoint 2010 Self-Study
Tuesday 10/25	PowerPoint 2010 Self-Study	PowerPoint 2010 Self-Study	PowerPoint 2010 Self-Study
Thursday 10/27	PowerPoint 2010 Self-Study	PowerPoint 2010 Self-Study	PowerPoint 2010 Self-Study
Tuesday 11/01	PowerPoint 2010 EXAM	First Hour	Second Hour

Thursday 11/03	Excel 2010 Self-Study	Excel 2010 Self-Study	Excel 2010 Self-Study
Tuesday 11/08	Excel 2010 Self-Study	Excel 2010 Self-Study	Excel 2010 Self-Study
Thursday 11/10	Excel 2010 Self-Study	Excel 2010 Self-Study	Excel 2010 Self-Study
Tuesday 11/15	Excel 2010 EXAM	First Hour	Second Hour
Thursday 11/17	Access 2010 Self-Study	Access 2010 Self-Study	Access 2010 Self-Study
Tuesday 11/22	Access 2010 Self-Study	Access 2010 Self-Study	Access 2010 Self-Study
Thursday 11/24	HOLIDAY-no class	HOLIDAY-no class	HOLIDAY-no class
Tuesday 11/29	Access 2010 Self-Study	Access 2010 Self-Study	Access 2010 Self-Study
EXAM Tuesday 12/01	Access 2010 EXAM	First Hour	Second Hour
Final Make-up Exams 12/08	Last Chance to make-up any of the above exams	Can re-take exams that you failed	The earlier you start, the better

Exams: Students must take five computer-based exams, with one exam addressing each of the following topics: Windows 7, Microsoft Word 2010, Microsoft PowerPoint 2010, and Microsoft Excel 2010, and Microsoft Access 2010. Each exam will be administered in the classroom. Students are required to attend class on exam days, and students must identify themselves by presenting their Bronco ID cards to the instructor. Any form of academic dishonesty committed by a student will result in the student receiving a grade of “no credit” for the course, and the student will be referred to judicial affairs.

Tutorial lessons and projects: The SAM software provides self-paced, instructional materials that allow students to learn and practice the skills required to become proficient on the topics covered in the course exams. This SAM software also allows students to access their instructional materials from any computer connected to the Internet; therefore, students do not have to attend class to prepare for the exams. Students may also utilize the computers located in the Cal Poly Pomona labs or in the classroom to prepare for their exams.

All students must show their Bronco ID cards when receiving exam instructions and turning in Exam results.

You need to sign in to obtain exam password and instructions for exam

Cell Phones & Other Disruptions

All cell phones are prohibited during exams. You may have cell phones in class when exams are not given, but they must be on mute and not answered until the end of the class. When you use your laptop in class, please mute the speaker. Please turn off cell phones prior to entering the class, or switch them to silent mode. Note that I expect you to engage in relevant self-studies, and not to disrupt or distract others. Please be courteous and respectful of me and your fellow students, and refrain from use of email, texting, and cell phones during class. If you absolutely

must take a call, please quietly step outside the classroom. If you expect to need to do so, please sit somewhere that you will not disturb others by leaving and returning.

Student conduct and expectations:

Important Note: Professors at Cal Poly do not tolerate academic dishonesty. Any student caught committing academic dishonesty will be referred to Judicial Affairs and receive the grade of “no credit” for the course

Student conduct: Academic integrity as defined by the university (<http://dsa.csupomona.edu/judicialaffairs/regulations.asp>) may lead to redoing the assignment, receiving a failing or reduced grade for the course or being referred to the Directory of Judicial Affairs for University disciplinary action. The above cited Website states:

The California State Polytechnic University, Pomona (from here on known as "The University") is committed to maintaining academic integrity throughout the university community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation, and the quality of a Cal Poly Pomona degree. The following policy is intended to define clearly academic dishonesty at Cal Poly Pomona and to state the responsibility of students, faculty, and administrators relating to this subject.

All forms of academic dishonesty at Cal Poly Pomona are a violation of university policy and are considered a serious offense. Academic dishonesty includes but is not limited to the following:

1. Plagiarism - Plagiarism is intentionally or knowingly presenting words, ideas or work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit, and borrowing or using ideas without giving credit..

2. Cheating During Exams - Exam cheating includes unauthorized "crib sheets", copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, and having an exam regraded after making changes. Exam cheating includes exams given during classes, final exams, and standardized tests such as the Graduate Writing Test and Math Diagnostic Test

3. Use of Unauthorized Study Aids - This includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work, and using any material prohibited by the instructor.

4. Falsifying any University Document - This includes falsifying signatures on university forms, such as Add-Drop and Withdrawal forms, forging another student's signature and falsifying pre-requisite requirement