

CIS 150 Introduction to Computing

Fall 2018 Syllabus

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Office Hours
MWF 2-3pm

Objectives

1. Demonstrate comprehensive understanding of computers with emphasis on the personal computer.

Topics include:

- Windows 10
- Digital Devices: hardware components, input, output, storage, memory
- Software: operating systems and applications
- The Web: basics, browsers, security
- Stereotype threat in adoption of technology
- Networks: Internet control, file sharing, architecture, topology
- Information Systems: enterprise, e-commerce, system analysis and development
- Digital Security: authentication, malware, online intrusions, ethics
- Databases: application data tools, big data, design
- Programming: basics, tools, types of programming

2. Hands-on experience and development of skills with:

- Word Processing, Spreadsheet, and Database Applications (Microsoft Office 2016)
- Web Page Development

Required Materials

1. *Technology in Action 14e*, Pearson
2. *Exploring Microsoft Office 2016*, Pearson
3. *MyITLab for Office 2016, Exploring Series* (online code included in the bundle)

Required Commitments

6 hours per week (estimated) in addition to class time for assignments and study

Assignment & Exam Points Distribution

		Percent	Grade
Office 2016 & Windows 10 Simulations (11x)	12%	93%	A
Office 2016 Grader Projects (10x)	12%	90%	A-
Office 2016 Lab Exams (3x)	21%	87%	B+
Web Page Project	9%	83%	B
Technology in Action Quizzes	21%	80%	B-
Technology in Action Helpdesk Activities (12x)	7%	77%	C+
Midterm Exam (Lecture material)	9%	73%	C
Final Exam (Lecture material)	9%	70%	C-
Total:	100%	67%	D+
		63%	D
		Below 63%	F

Note: This syllabus is subject to change and the most current version is available in Blackboard under Course Information. This course is subject to the GVSU policies listed at <http://www.gvsu.edu/coursepolicies/>.

CIS 150 Class Policies

Grades and Corrections

Online assignment and exam scores are posted in Blackboard's My Progress. Questions about score errors must be communicated within seven days of posting. Each student is required to take proctored exams at scheduled times in the classroom unless a scheduling change has been approved by the instructor *prior* to the exam. Missed exams will receive a score of zero.

Assignments

The Office 2016 hands-on assignments require that you complete online tutorials, called Simulations. As the second step complete the Grader Projects. All assignments have required due dates and no late assignments will be accepted.

There are several computer labs available – Allendale: Henry, Mackinac, The Connection, Honors, Manitou, and Mary Idema Pew Library (lab and public computers); Grand Rapids: DeVos and the Center for Health Sciences; Holland: two labs. Tutoring is available in the SASC Tutoring Center at 331-3451 or www.gvsu.edu/tc.

Attendance

Students are responsible for material covered in class, including announcements and assignment/schedule changes. Some exam questions may refer to material covered only in class, such as current events or recent technology advancements. There is a direct relationship between attendance and your grade. Participation in class is not optional, if you will be absent you need to let me know ahead of time through email.

Fire alarm: Immediately proceed to the nearest exit during a fire alarm. Do not use elevators. More information is available on the University's Emergency website located at <http://www.gvsu.edu/emergency>.

Special Needs

If you need accommodations because of a learning, physical, or other disability, please contact your instructor and Disability Support Resources (DSR) at 331-2490 or www.gvsu.edu/dsr. We will work together to make your learning and exam experiences the best possible. If you need assistance evacuating the classroom and/or building in an emergency, please make your instructor aware so a plan can be developed to assist you.

Professionalism and Respect

I recognize that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this class, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. An important part of the learning process in this course is respectful engagement of ideas with others. The ideas of each one of you are welcome and what you bring to college in creativity, experience, and values is important. Please remember, that it is normal to feel that you do not belong in a computer class or even in college. Many successful professionals report later feeling the same way.

Academic Honesty

All Exams and Assignments are to be completed by the student submitting the assignment for grade. Academic misconduct will not be tolerated. **MyITLab, our online learning environment, will identify submitted files from a source other than you.**

Please read the School of Computing and Information Systems Policy: www.cis.gvsu.edu/Academics/Honesty.

Class Meeting Times and Locations

Please visit the Blackboard course under the menu "Course Information" for detailed and most current meeting times and locations (mybb.gvsu.edu).