



CIT-100 – Computer Fundamentals and Applications COURSE OUTLINE

Class Section(s):	Z03	Class Location:	Blackboard, Online
Class Time(s):	MTWRFS, Asynchronous		

Instructor:	Dr. R. DuPont	Semester:	Spring 2022
Office Hours:	Monday: 4:00 - 5:00pm Tuesday: 11:00 - 2:00pm Wednesday: 4:00 - 5:00pm	Office Location:	Online
Instructor Contact Methods:	Email: RDupont@ccac.edu (preferred) Phone: 412-369-4123		

Books & Materials	<ul style="list-style-type: none">• TestOut Office Pro• Parlay Ideas Account (Online Website)• Internet Access• Microsoft Office 365 - Free through CCAC
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Course Credits:	3
Prerequisites / Co-requisites:	Prerequisites: Basic skills using a personal computer and operating system.
Course Description:	This is a general computer literacy course. Students learn computer fundamentals (hardware, software, using a Microsoft Windows operating system), essential applications (word processing, spreadsheets, and presentation software), working online (networks, 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 (from the master course syllabus):	Upon successful completion of the course, the student will: <ol style="list-style-type: none">1. Identify hardware components, their functions and performance issues in various computer systems and the factors involved in purchasing a computer system.2. Identify different types of software, their relationship to hardware, their function in a computer system, their task-appropriate use and considerations involved in purchasing and upgrading software.

	<ol style="list-style-type: none"> 3. Identify the role of an operating system such as Microsoft Windows and how to use its features such as modifying the user interface, changing system settings, managing files and installing/uninstalling software. 4. Use common application interface elements and commands for creating, opening, formatting, editing, saving and printing files. 5. Produce word processing documents using basic functions, graphics, tables and automated formatting tools in an application such as Microsoft Word. 6. Generate spreadsheets using formulas, functions, formatting, charts, tables, sorting and filtering in an application such as Microsoft Excel. 7. Construct effectively designed and formatted presentations in an application such as Microsoft PowerPoint. 8. Identify network fundamentals and the benefits and risks of network computing. 9. Investigate Internet fundamentals, including browser options, security considerations, search tools and content evaluation. 10. Critique the influence of computing and the Internet on society, including privacy, legal and ethical issues.
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General Education Goal(s)	How does this course meet the General Education goal(s)?
Critical Thinking and Problem Solving	1, 2, 3, 8, 9
Quantitative and Scientific Reasoning	5, 6, 7
Technological Competencies	1, 2, 3, 4, 5, 6, 7, 8, 9
Information Literacy	9, 10

Course Policies & Procedures

Evaluation Plan:		
	Learning Activities	300 Points
	Concept Question Practices	100 Points
	Round Table Discussions	100 Points
	Exams (x4)	400 Points

	Final Exam	100 Points
	Total Points	1000 Points
	<p>Learning Activities: These are small activities and assessments that are completed through the week of each course. These can range from review of terminology to implementation of different elements in Unreal. These are to reinforce the content students learned during that class and are due by the start of the following class meeting.</p> <p>Concept Question Practices: These questions are based on the content covered for the week using the TestOut learning materials. Students will have one week to complete these exercises through TestOut and submit their answers.</p> <p>Round Table Discussions: Hosted through the Parlay Ideas website, students will explore and incorporate topics from the learning outcomes to hold discussions on topics from the course. Students will need an account and added to the Parlay Ideas class site.</p> <p>Exams: Students are provided with study guides for each of the exams throughout the semester. During the week of an exam - students will have one week to complete the exam. References, notes and TestOut materials can be used to complete the exam. Note that as the semester goes on, the exams will shift from being more concept based to application based, depending on which software application is currently being studied.</p> <p>Final Exam: The final exam occurs during the week of finals for the college. Students will have until the due date and time to complete the exam. Similar to the exams throughout the semester, students can use their notes, references and other materials to complete the exam.</p>	
Attendance & Tardiness:	<p>Students in an online course should be logging in daily to track announcements, course updates and to work on their content. At a minimum, students should expect to be spending about three hours a week on the course content.</p> <p>Instructors are required to check attendance for the first three weeks of the term (or 20% of shorter terms) and report students who have never attended or stopped attending to the college Registrar. For this course, if you are not logging in weekly and participating in the weekly content, I will use the date of the last item submitted or contacted me. If you do neither, I will be forced to mark you as not attending, even if you have logged into Blackboard. Students who have never attended will be dropped from the class, and financial aid will be adjusted – no refund of tuition or fees. Students who withdraw or stop attending prior to the 10th week of class (or 60% for shorter terms) will have financial aid adjusted to reflect the dates of attendance. You may be required to repay the college for the</p>	

	funds that are returned to the federal government. See Appendix A of the college catalog at catalog.ccac.edu .
Test and/or Quiz Makeup:	<p>Quizzes will be conducted using the TestOut LabSim platform. Students will have one week to complete the quiz attempts associated with the content. After, the grade will become a zero.</p> <p>Students will have one week to complete the exams and final exam of the course. After the due date and time, the grade will be a zero.</p>
Technology Used:	<p>Students will need access to a computer that has the Internet. Students will be working with the TestOut application through Blackboard. The Parlay Ideas site will also be utilized and will require an account. Additionally, students will need access to Microsoft Office 365, which is free through the college.</p>
Academic Honesty:	<p>Academic Misconduct Rules—the college expects students will not engage in:</p> <p>Cheating: The act or attempted act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that, in fact, has not been mastered.</p> <p>Fabrication: The use of invented information or citation in an academic exercise or the falsification of research or other findings.</p> <p>Plagiarism occurs when a student:</p> <ul style="list-style-type: none"> • fails to place quotation marks around material copied word-for-word from another source, published or not, including web-based content (long quotes are indented and blocked, according to discipline documentation requirements); • neglects to attribute words and/or ideas to the author, whether the author is published or not; • closely follows the original's wording and sentence structure when attempting; and/or • presents all or part of a paper from an essay-purchasing website or other sources as his or her own work. <p>If you are not sure - ASK! I will let you know! Failure to follow this will result in a failing grade for the project. Further infractions will result in a failing grade for the class and report to the Dean of Academic Affairs.</p>
Other Policies and Procedures:	<ul style="list-style-type: none"> • File corruption, Drive failures, and other miscellaneous technological issues are not grounds for an assignment or final project extension. If this occurs, the student is still held to the due date and late policy (if applicable). • For on-campus classes, as students will have computers for use during the class with all needed software, students are responsible for their own personal computers and troubleshooting issues that can occur. • Make-Up Quizzes will be offered only for those presenting valid medical excuses within one week of the quiz or exam.

	<ul style="list-style-type: none"> ● Final Exams are scheduled per College Policy. Your presence at the scheduled final exam time is mandatory. Failure to attend will result in a failing grade for the final showcase/critique. ● Any electronic devices including cell phones, music players, laptops, and tablets should be muted during class. <ul style="list-style-type: none"> ○ Cell phones are not to be out on the desks during class. Students will not text during the class. ● Students should be attentive during lectures and follow-along activities during the class period. Therefore, any non-class-related websites should not be open during this time, as they are distracting to you, and those around you. ● Concerns related to the course should be presented to the professor in a timely manner before exploring other options. Set up an appointment with the instructor and present your concerns in a respectful, professional manner. ● E-mails will be answered in a timely manner. However, they will not be answered from 4:00 pm to 8:00 am during the week. <ul style="list-style-type: none"> ○ Emails sent after 4:00 pm on Fridays will not be responded to until Monday. ○ During university holidays, e-mail responses will not occur until the start of classes again. ○ Emails sent 24 hours prior to the due time of an Assignment or Final Project will not be answered. ● When emailing regarding questions about the course: <ul style="list-style-type: none"> ○ Include the course ID and number in the title of the email ○ Do not respond to email announcements sent via the Blackboard system ○ Ask questions in the email and/or provide times that you are available for meetings if outside office hours, and I will do my best to accommodate. ● Students are to behave in a professional manner during the class periods. Disrespectful or disruptive behavior towards students or the professors will not be tolerated, and you may be asked to leave the class. <ul style="list-style-type: none"> ○ The student forfeits any assistance with that day's topic should they be asked to leave. ○ Conduct will be recorded as an Incident Report and conveyed to the Dean. ● Cheating, Plagiarism, or any other unethical behavior will be handled per the policies outlined by the Community College of Allegheny County. Students are expected to familiarize themselves with, and follow these policies.
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All students are expected to read and comply with the policies and regulations set forth in the CCAC Student Handbook, including without limitation the College's policies regarding academic and behavioral conduct, the procedures for requesting an accommodation based upon a disability, pregnancy or pregnancy-related condition, or religious observance, and for reporting unlawful discrimination and harassment.

The Student Handbook is available to view and download from the College's website at the following URL: <https://www.ccac.edu/policies>.

The full text of the College's *Policy Manual*, *Administrative Regulations Manual*, and the Civil Rights Complaint Procedure can also be viewed and downloaded at: <https://www.ccac.edu/policies>.

Information concerning the process and documentation required to request a disability-related accommodation can be obtained by contacting the campus' Office of Supportive Services for Students with Disabilities (OSSSD) or by visiting the OSSSD information page at <https://www.ccac.edu/policies>.

Students are reminded that they can access their course information and CCAC email account, the CCAC Academic Calendar (including add/drop/withdrawal deadlines), the Student Handbook, the College's Incident Report form, and many other College services through the MyCCAC portal at <https://my.ccac.edu>.

Course Plan:

Class Week/Date	Topics / Learning Activities	Assignments / Homework	Tests, Quizzes, Evaluations
Week 1 1/31	Syllabus and Welcome Setting up TestOut Office 365 for Students How to Parlay	Read through Sections 0.0 through 0.6	Parlay Discussion 1
Week 2 2/7	The Information Age Internet & Social Media Digital Communications Evaluating Online Information	1.1.17 -Compare Digital Media 1.5.7 - Identify Sources	Parlay Discussion 2 1.3.15 Concept Qs 1.5.8 Concept Qs
Week 3 2/14	Online Safety and Security File Management Application Software	Applied Labs: 2.2.14, 2.2.15, 2.3.10, 2.3.12 Skill Labs: 2.3.9, 2.4.6	Parlay Discussion 3 1.4.19 Concept Qs 2.2.18 Concept Qs 2.3.14 Concept Qs 2.4.9 Concept Qs
Week 4 2/21	Computer Hardware System Software Networking & User Accounts	None - Students should focus on completing Exam 1 and Parlay Discussion 4	Parlay Discussion 4 Exam 1
Week 5 2/28	Getting started with Office Working with Objects	Skill Labs: 3.1.9, 3.2.4, 3.3.3, 3.4.4, 3.5.4,	
Week 6 3/7	Introduction to Word Documents and the Clipboard Fonts and Paragraphs	Skill Labs: 4.2.7, 4.3.4 Applied Labs: 4.2.10, 4.3.7	Parlay Discussion 5

Week 7 3/14	Formatting and Editing Documents in Word Inserting Illustrations and Other Elements	None - Students should focus on completing Exam 2 and Parlay Discussion 6	Parlay Discussion 6 Exam 2
Week 8 3/21	Creating & Formatting Tables in Word Creating & Managing Workbooks in Excel Organizing and Entering Data in Excel	Skill Labs: 4.8.5, 5.2.6, 5.3.5 Applied Labs: 4.8.8, 5.3.8	
Week 9 3/28	Changing Properties and Printing Worksheets Formatting Cells Entering Simple Formulas	Skill Labs: 5.4.5, 5.5.6, 5.6.7 Applied Labs: 5.4.8, 5.6.10	Parlay Discussion 7
Week 10 4/4	Displaying Data in Charts Displaying Data in Tables	None - Students should focus on completing Exam 3 and Parlay Discussion 8	Parlay Discussion 8 Exam 3
CCAC Spring Break - April 11th to April 17th			
Week 11 4/18	Introduction to PowerPoint Creating and Managing Presentations Formatting Textual Content	Skill Labs: 6.2.4, 6.3.5 Applied Labs: 6.2.8, 6.3.9	
Week 12 4/25	Designing Slides Using the Slide Master Formatting SmartArt and Shapes	Skill Labs: 6.5.5 Applied Labs: 6.4.8, 6.5.8, 6.6.8	Parlay Discussion 9
Week 13 5/2	Formatting Tables and Charts Formatting Pictures and other Media Applying Animations and Transitions	None - Students should focus on completing Exam 4 and Parlay Discussion 10	Parlay Discussion 10 Exam 4
Final Exam Due: Saturday May 14th, 11:59 PM			

Course Outline Corrections: During the semester/session, reasonable changes to the course outline may be academically appropriate. Students will be notified of these adjustments by the instructor in a timely manner.