



Passaic County Community College
Academic Year: 2023-2024
Standard Syllabus

Department Chair: Merrill Siegel
Program Coordinator Eric Cameron

Course Code: CIS 107

Course Title: Information Technology Fundamentals & Applications

Department: CIS/Information Technology

Semesters Offered: Fall, Spring

Course Description:

This course provides IT students with an introduction to information technology fundamentals encompassing both hardware and software. An emphasis is placed on the system unit components, peripheral devices, and systems and applications software. Topics include: CPU, RAM, machine cycle, data representations, number systems, operating system characteristics, utility programs, language translators, communication devices, media, and networks. Students learn how to: effectively search the Internet for information, use Microsoft Windows, and use Microsoft productivity software (Word, Excel, and PowerPoint).

Notes: If you have already completed CIS 101, you should not be registered for this course. Please contact the CIS Department Chair, Professor Merille Siegel, via email as soon as possible (msiegel@pccc.edu).

This course includes projects that may require the Windows operating system and a PC version of Microsoft Office. If you do not have these programs available, please consider the College's laptop loan program or using VDI. For the laptop loan you need to send a request to the following email laptoploan@pccc.edu. Student ID, Name and School Email. Your instructor may also make available VDI, a tool that allows you to run Microsoft Windows & Office on any machine. If so, instructions will be found in Blackboard.

Free Microsoft Office 2019/365 is available for students. See the link in Blackboard. This is available for Windows and Mac users.

Co/Prerequisites: None

Credits:

3

Lecture Hours: 3

Lab/Studio Hours: 0

Clinical/Fieldwork Hours: 0

Required Textbook/Materials:

"Understanding Computers: Today and Tomorrow"; Morley & Parker; Thompson - Course Technology; 2016. ISBN 1-305-65682-2.

"Illustrated Series Microsoft Office 365/2016"; First Edition; Beskeen. Cram. Duffy. Friedrichsen. Reding; - Course Technology; 2017. ISBN 1-30587910-4

Additional Time and Supplemental Requirements:

Based on a 15 week semester, students are expected to complete approximately 6 hours per week of assigned work outside of class.

Course Learning Outcomes:

Upon completion of this course, students will be able to:

1. Describe the different data types and computer operations on each type
2. Explain the functions of computing hardware components
3. Distinguish between hardware and software
4. Distinguish between system software and application software.
5. Demonstrate understanding new technology trends.
6. Convert a given number from one base to other bases
7. Apply system (Windows) and application software (Word, Excel, PowerPoint) to accomplish tasks
8. Utilize search engines to find information on the Web

General Education Outcomes:

Upon completion of this course, students will be able to:

GE 4-1: Use application software programs to manipulate and present data to achieve educational and personal goals

- Students will demonstrate their acquisition of this skill by completing embedded projects in the appropriate application software packages (Word, Excel, and PowerPoint).

Grading Standards:

Activity	Contribution	Other Notes
Tests	30%	Low grade dropped; no makeups
Projects	30%	
Discussions/Papers	15%	See requirements in Blackboard
Final Exam	20%	Cumulative
Attendance	5%	Late counts as a half-absence. Students with an attendance average of 60% or less subject to automatic class failure

Course Content: (Schedule and suggested topics, readings, and assignments subject to change based on instructor and instructional resource)

1	Introduction Syllabus and course requirements Introduction to the World of Technology	Chap. 1 - Understanding Computers
2	Introduction to the World of Technology	Chap. 1 - Understanding Computers
3	Test 1 Windows 10	Windows Module 1 - Illustrated Series Windows Module 2 - Illustrated Series
4	The Internet	Chap. 8 - Understanding Computers
5	Web Development using WordPress	Notes
6	Application Software Desktop and Mobile apps	Chap. 6 - Understanding Computers
7	Test 2 Word	Word Module 1 - Illustrated Series Word Module 2 - Illustrated Series
8	PowerPoint	PowerPoint Module 1 - Illustrated Series PowerPoint Module 2 - Illustrated Series
9	System Software Operating Systems, utility programs and language translators.	Chap. 5 - Understanding Computers
10	The System Unit Processing and Memory	Chap. 2 - Understanding Computers
11	Number conversions	Class notes
12	Storage	Chap. 3 - Understanding Computers
13	Networks and Communications Devices	Chap. 7 - Understanding Computers
14	Test 3 Excel	Excel Module 1 - Illustrated Series Excel Module 2 - Illustrated Series
15	Final Exam	

College Policies:

For Information regarding:

- PCCC's Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the PCCC Student Handbook and PCCC Catalog

Panther Alert:

The College will announce delayed openings, closings, and other emergency situations through the Panther Alert System. Students are encouraged to sign up for Panther Alert Notifications by logging into their student accounts through the PCCC website at www.pccc.edu and following Panther Alert System instructions.

Notification for Students with Learnings Disabilities:

If you have a disability, and believe you need accommodations in this class, please contact the Office of Accessibility Services at 973-684-6395, or email ods@pccc.edu. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind me (the instructor) one week in advance of each test.