



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

Department Chair: Merrill Siegel
Program Coordinator: Eric Cameron

Course Code: CIS 101

Course Title: Computer Concepts & Applications

Department/Program: CIS

Semester Offered: Fall, Spring, Summer

Course Description: This course provides the knowledge necessary to function as a fluent computer user in today's technological society. Topics include computer terminology, computer hardware and software capabilities, what makes a computer powerful, the societal impact of computers, ergonomics, ethical computing behavior, information privacy, and computer security. Students complete projects encompassing Microsoft Windows, Microsoft Office (Word, Excel, and PowerPoint), as well as an information literacy project focusing on effective use of the Web. Students with no computing experience are encouraged to complete a computing keyboarding course (CIS 103) before taking this course.

Co/Prerequisites: None

Credits: 3 **Lecture Hours:** 3 **Lab/Studio Hours:** 0 **Clinical/Fieldwork Hours:** 0

Notes: If you are currently or are considering majors in the CIS department (including Computer Science, Graphic Design, and Information Technology), you are in the wrong class! Contact the CIS Department Chair, Professor Merille Siegel, via email as soon as possible (msiegel@pccc.edu). are considering majors in the CIS department (including Computer Science, Graphic Design, and Information Technology), you are in the wrong class! Contact the CIS Department Chair, Professor Merille Siegel, via email as soon as possible (msiegel@pccc.edu).

If you have already completed CIS 107, 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).

Required Textbook/Materials: The textbook and online access code is included in your course registration. You do not need to purchase the book; it will be provided for free through the college bookstore.

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.

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 plan on using computer labs.

Course Learning Outcomes:

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

1. Apply critical thinking skills to retrieve, organize, and analyze information using technological means
2. Explain the functions of computing hardware components
3. Apply system (Windows) and application software (Word, Excel, PowerPoint) to accomplish tasks
4. Describe secure, safe, ethical and legal use of technology
5. Analyze the impact of technology and connectivity on society and culture
6. Demonstrate Information Literacy skills by distinguishing between the accuracy of information found when using Web search engines versus other online resources (databases)

General Education Outcomes:

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

- 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).
- 10-1 Demonstrate the ability to effectively use evaluated information
 - Students will demonstrate their acquisition of this skill by completing an embedded Information Literacy project encompassing evaluation and locating Internet-based sources.

Grading Standards:

Component	Percentage	Other Information
Examinations	35%	4 tests, lowest grade dropped, no makeup examinations
Projects/Papers	35%	
Final Examination	20%	
Information Literacy Project	5%	
Attendance/Participation	5%	Participation includes being on time and engaged in the classroom. Lateness counts as a half-absence

Content:

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

Week	Topics Presented	Reading Assignment
1	Syllabus Review, Campus Portal/Blackboard Introduction to Computers and the Internet	Chapter 1
2	Windows 10 Exploring Windows 10 and Managing Files Microsoft Edge	Chapter 7 Chapter 8 (pages 218-236)
3	Computer Hardware	Chapter 2
4	Computer Software	Chapter 3

Week	Topics Presented	Reading Assignment
5	Introducing Microsoft Office 2016	Chapter 9
6	Word 2016 Creating a Document Formatting a Long Document	Chapter 10 Chapter 11
7 8	The Internet and Email	Chapter 5
9	Computer Networks	Chapter 4
10 11	Excel 2016 Creating a Workbook Working with Formulas and Functions	Chapter 13 Chapter 14
12	Security and Privacy	Chapter 6
13 14	PowerPoint 2016 Creating a Presentation Enhancing a Presentation	Chapter 20 Chapter 21
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.