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**SYLLABUS AND COURSE OUTLINE**  
**CIS 107 – 001**  
**COMPUTER LITERACY**  
**SPRING 2023**

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**Instructor:** Prof. Ruth Christina Ware

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**In-Person Office Hours:**

After Class, Tues – Thurs.: 2:30 pm – 4:00 pm

**Virtual Office Hours by Appointment:**

Sunday or Friday: Noon-2pm

**Class Meeting Times:** Tues and Thursday : 1:00 pm – 2:20 pm

January 11 to April 18, 2024

**Number of Credits:** 3.0


**Contact Hours:** 3.0 lecture hours

**Prerequisites:** None

**Co-requisites:** N/A

**Class Modality:** Traditional in- person **Classroom:** T211

**eTextbook:**

 **MyITLab®** with Pearson e-text--Access Card -- for Exploring Microsoft Office 2019

Publisher: Pearson Education – Copyright 2020 ISBN 978-013540-254-2

**Course Material:** This course uses an etextbook and other materials that are built directly into your course. This means **that you do not need to buy the textbook**. An online content fee is added to your tuition at the time of registration.

**Course Description:** An introduction to Computers and digital workspaces, this course is specifically designed for students who have had little or no experience using a computer at home or at work. The topics covered are designed to prepare the student for further study of computer-related courses and the more immediate word processing assignments at work and in college courses. Students use computers, in and outside the classroom, to practice important computer concepts. Included in this course is an overview of the microcomputer applications, Microsoft Windows 10, Microsoft Office Suite 2019, learning about the transition to access information on online for work/career and for academic success.

[NOTE: CIS 107 can be used as a free elective in all programs/majors except Computer Science/Computer Information Systems.]

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. describe and demonstrate common computer literacy skills;

2. explain fundamentals of the internet and perform basic Internet skills;
3. explain and perform the common functions of an operating system;
4. perform basic word processing skills;
5. perform more advanced Microsoft Word functions; and
6. enhance a word-processed document by including appropriate visual components.

**Measurable Course Performance Objectives (MPOs):** Upon successful completion of this course, students should specifically be able to do the following:

1. Describe and demonstrate common computer literacy skills:
  - 1.1 *describe what it means to be computer literate;*
  - 1.2 *describe the extent to which computer literacy helps in the job search and in the workplace;*
  - 1.3 *analyze the challenges of computer use in a technological society; and*
  - 1.4 *identify and describe the functions of the main parts of a computer*
2. Explain fundamentals of the internet and perform basic internet skills:
  - 2.1 *describe how data travels on the internet;*
  - 2.2 *explain various options of connecting to the internet;*
  - 2.3 *research topics ethically and safely using the internet via several search engines and web browsers;*
  - 2.4 *evaluate the quality of various websites; and*
  - 2.5 *manage effectively online annoyances*
3. Explain and perform the common functions of an operating system:
  - 3.1 *identify Windows components;*
  - 3.2 *manage files and folders in Windows Explorer;*
  - 3.3 *perform basic file operations;*
  - 3.4 *use Windows search features; and*
  - 3.5 *use the snipping tool.*
4. Demonstrate basic word processing skills:
  - 4.1 *use spell check and grammar check effectively;*
  - 4.2 *use printing options appropriately;*
  - 4.3 *Use the Format Painter;*
  - 4.4 *insert auto text, page breaks, insert headers and footers; and*
  - 4.5 *reuse text and insert watermarks.*
5. Perform more advanced Microsoft Word functions:
  - 5.1 *modify document properties*
  - 5.2 *use save and backup options properly;*
  - 5.3 *use compatibility mode to update an older version of a Word document to a current version of Office;*
  - 5.4 *set tabs, borders, lists, and columns;*

- 5.5 insert graphics, WordArt, SmartArt graphics; and
- 5.6 create tables

**Methods of Instruction:** Instruction will consist of lectures, online assignments, and class discussions.

**Course Requirements:** All students are required to:

1. Maintain regular attendance: In-Person for Class Tuesday and Thursday 1-220pm and login in to Moodle at least 2 times a week for a duration of at least 2 hours. Planning for college work should be between 2-4 hours a week after class for the best grade.
2. Complete etextbook assignments on time to keep up with the corresponding week's work.
3. No make-up for assignments as you will fall behind if you keep to the due dates. I want for you to learn and succeed with these important skills for work and academic success!
3. Students are responsible for class notes, assignments and other information presented in their absence. The instructor is not required to re-teach the concepts you missed, nor should you expect it. Being absent when an assignment is due is not an acceptable excuse for missing the assignment due date.

**Grading Policy:**

In-Person and Moodle Participation/Discussions	20%
eTextbook – Assignments	45%
Final Project	35%

Letter Grade is based on the following scale:

90 and over = A; 85 - 89 = B+; 80 – 84 = B; 75 – 79 = C+; 70 -74- C; 60 - 69 = D; 59 and below = F.

**Technical Requirements - Internet Connection (Required)**

Access to a reliable Internet connection is required for this course. A problem with your Internet access may not be used as an excuse for late, missing, or incomplete coursework. If you experience problems with your Internet connection while working on this course, it is your responsibility to find an alternative Internet access point, such as a public library or Wi-Fi ® hotspot.

ECC provides loaner laptops on a First come-First serve basis as well as computer labs throughout the buildings of Newark and West Caldwell campus.

**Teaching Methods:**

1. **Lectures:** Important material from the e-text and outside sources will be covered in class.
2. **Homework eTextbook**
  1. **Reading Section Chapters Before Class:** You are expected to prepare for in-person class with that week's Chapter in the eTextbook.
  2. **Assignments:** End of chapter activities and online activities will be assigned to reinforce material learned in class, in the e-text and trainings. All assignments are due on Tuesday before the class will meet in person. Homework Assignments can be retaken three times before its due date and the highest score will be recorded. **No make-up homework assignments.**

3. **Project and Presentations:** There is Final Project requiring you to demonstrate what you have learned further details will be provided.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. *Disruptive behavior will not be tolerated.* All students are also expected to attend and be on time all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College's Code of Conduct and attendance requirements.

**Artificial Intelligence Tools Statement:** Artificial Intelligence (AI) resources may only be used if an assignment clearly states that is an acceptable option or if the instructor explicitly permits it in the syllabus. In such cases, you may only use the specific tools identified as acceptable and you must adhere to the College's standards for attribution, validation, and transparency. This means that you must (1) fully document all material that was not generated by you, (2) check information generated by AI and take full responsibility for its accuracy, and (3) identify where and how you used any AI tools and how they contributed to your work. Assessment may focus on how you improve on and surpass the initial contributions of the AI. Use of any AI tools without permission is unacceptable and will be considered as an academic integrity violation - an act of plagiarism which can result in the failure of the assignment. If you have any doubts about what is acceptable please discuss them with the instructor of the class. The institution is actively securing software that detects the use of Artificial Intelligence Tools.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:

- plagiarism – the failure to acknowledge another writer's words or ideas or to give proper credit to sources of information;
- cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
- interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
- fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions. Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Disability Support Services**

Essex County College welcomes students with disabilities into all the college's educational programs. It is the policy and practice of Essex County College to promote inclusive learning environments. If you have a documented disability, you may be eligible for reasonable accommodations in compliance with

college policy, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or the New Jersey Law Against Discrimination. Please note, students are not permitted to negotiate accommodations directly with Professors, Academic Chairpersons, and Deans. To request accommodations or assistance, please self-identify with the Office of Differently abled Support Services. The office is located at the Student Development and Counseling Department at the Main Campus in Room 4122I, and on. Contact us by telephone at 973-877-3071 or by email at [disability@essex.edu](mailto:disability@essex.edu).

### **Netiquette**

Netiquette Guidelines: Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community. The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions must be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

**Course Content Outline:** based on the e-text *"MyITLab with Pearson e-text -- Access Card -- for Exploring Microsoft Office 2019"* by Poatsy, Mulbery, Krebs, Hogan, Rutledge, Cameron, Davidson, Lawson, Williams, Lau and Grauer; published by Pearson Education 2020.

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### **(80 minutes)      Overview Each week Topics**

**Week 1      Course Syllabus, ECC Technologies: Expectations and Requirements**

**WEEK 2 HOW TO USE MYLAB AND PEARSON eTEXTBOOK IN MOODLE**  
**MS OFFICE INTERFACE AND WORD**

**WEEK 3-4      MS WORD – CHAPTER 1-3**  
**READ/LISTEN FOR UNDERSTANDING CHAPTERS 1-3 IN eTEXTBOOK BEFORE CLASS**  
**WHERE ARE YOU? DIGITAL WORKSPACES: COMPUTER CALENDAR**  
**eTEXT MS WORD ASSIGNMENT CAPSTONE**

- # 1. Critical thinking: how to use the features available
- # 2. How to organize a Research Assignment for College work.

**WEEK 4-5      EXCEL – CHAPTER 1**

READ/LISTEN FOR UNDERSTANDING CHAPTER 1 IN eTEXTBOOK BEFORE CLASS

eText MSeXcel Assignment Key Terms Quiz Chapter 1

**EXCEL Chapter 2**

READ/LISTEN FOR UNDERSTANDING CHAPTER 2 IN eTEXTBOOK BEFORE CLASS

eText MSeXcel Assignment Key Terms Quiz Chapter 2

**Week 5-6      Computer Literacy: The Algorithm and Digital Problem Solving**

READ REPORT AND REVIEW WEBSITE FOR UNDERSTANDING BEFORE CLASS

**Week 7      MS ACCESS: Excel continued to support your understanding of MS Access**

READ/LISTEN FOR UNDERSTANDING CHAPTERS 1 IN eTEXTBOOK BEFORE CLASS

eText MSAccess Assignment Capstone “Lending for Small Business” Chapter 1

**Week 8-9      Powerpoint – Chapter 1 – 2**

READ/LISTEN FOR UNDERSTANDING CHAPTERS 1-2 IN eTEXTBOOK BEFORE CLASS

- i. THINK ABOUT AND DECIDE WHAT ASSIGNMENT IN ANOTHER CLASS REQUIRES YOU SUBMIT A POWERPOINT PRESENTATION THAT YOU ARE ABLE TO USE FOR THIS CLASS FINAL PROJECT
- ii. THINK ABOUT AND DECIDE HOW YOU WILL DEMONSTRATE YOUR POWERPOINT AND PRESENTATION SKILLS

**Week 10      Submit Final Project proposal** to demonstrate how you will continue to develop your technology skills

- i) 10 Powerpoint slides with video, graphics
- ii) 10 minute presentation to the class.

**Week 11-12      Computer Communication: Digital Communities and Wellness**

**Week 13      Review: Digital Workspaces - Outlook, OneDrive, MSTeams**

**Week 14      Final project presentations**

**Week 15      Final Project presentations**