

CIS 206.01: IT Tools

Syllabus

Meeting times: Tuesday, 8:45 am – 10:45 am, Drake 0044

Instructor: Eugeniya Iskrenova-Ekiert, PhD

Office: 209 Albert W. Brown Building

Office Hours:

Thursday: 11 am – 1:00 pm

Course Description from the Computer Science Department Handbook

Develops intermediate level proficiency in key office productivity and information technology tools. Includes these topics: operating systems, graphical user interfaces, word processing, desktop publishing, grammar and style checkers, office presentations, multimedia documents, spreadsheets and advanced applications, business charts, Internet and intranet, e-mail, World Wide Web, search engines, and Web publishing. Requires extensive hands-on laboratory exercises. 1 credit.

Prerequisites

Undergraduate level CIS 106 or Undergraduate level CSC 104

Course Software Access code

- MyITLab Student Access Code Card
- Purchasing options will be discussed the first day of class.

Learning Objectives

- Develop intermediate level proficiency in the use of word processing (Word), Web publishing (HTML), spreadsheet (Excel), database (Access), and presentation (PowerPoint) software.
- Develop skills in designing effective documents, presentations, charts, and report.
- Develop skills in the use of the Internet as an information resource (Web publishing, search engines).
- Develop problem solving and help-desk skills in the use of office productivity tools.

Nature of the Course

We will be using the **MyITLab.com** website for this course. The website contains PowerPoint slides and videos per chapter, practice assignments, graded homework, tests, grading of individual assignments and course overall grade, and review of all graded work. On the first day of class, the instructor will provide the Course ID #, which will be needed to self-register into MyITLab. Each student will also need their purchased PIN in order to complete this process. If there are any problems with registering, at the website, contact MyITLab Help Desk immediately. They can be reached by telephone, chat, or email. The information can be found under the Support tab at their main website, before logging into the account.

Course learning Outcomes

- Develop intermediate level competency in the use of Microsoft Word.
- Develop intermediate level competency in the use of Microsoft Excel.
- Develop intermediate level competency in the use of Microsoft Access.
- Develop intermediate level competency in the use of Microsoft PowerPoint.
- Develop skills in designing effective documents, presentations, and charts.
- Develop skills in the use of the Internet as an information resource (search engines).
- Develop problem solving and help-desk skills in the use of office productivity tools.

Grades Allocation (subject to change)

MyITLab Simulation Trainings (1 for each chapter)	30%
MyITLab Simulation Exams (1 for each chapter)	30%
Unit exams, 1 for each unit, 4 × 10 %	40%

Notes about Grading on MyITLab.com

- The in-lab unit exams will be given in our lab, during our scheduled class time, on the days specified on our course calendar (which is at the end of this document). There will be no make-up exams. If you have a conflict, please make arrangements to take the exam early. The in-lab unit exams will not be given after their scheduled day or time.
- All work is submitted within www.MyITLab.com. No alternative methods of submission are used, such as paper or email. The system database tracks your work and will provide feedback after analyzing your submissions. While you enjoy the immediate feedback, this helps track each students progress, review, and grades.
- All work must be submitted by the due dates listed within www.MyITLab.com. A timeline is important to follow, as it provides guidance to keep a consistent work pace for the purpose of tracking successful progress in the timeliest manner.
- Each student has the ability to see the grade for each assignment, practice or required, and tests within the www.MyITLab.com website. Also, the correct answers are provided within the system. The correct answers are matched to the keystrokes that are submitted.
- When multiple attempts are given on an assignment, the highest grade will be averaged into the final grade.
- The grading for our course is provided within www.MyITLab.com.
- Outright plagiarism will not be condoned. Students that duplicate projects submitted for grading will all receive an automatic "E" for the entire semester's grade. Refer to your student handbook on college policies.
- SUNY does not allow any misuse of its E-mail system. A student should not send any assignment files or test files to other students. Any student caught plagiarizing work from any source (Internet, e-mail, the library, or any other source) will receive a failing grade for the entire semester. Plagiarism is using

others' words, ideas, or course assignments and claiming them as your own. Plagiarism will not be condoned and will result in a failing grade for the course. Cheating on an exam will be treated similarly. Also, misuse of the mail system, the Internet, or any file on the college system will result in a failing grade being given for the course.

Class Policies

Grading

For Computer Information Systems majors, the passing grade in this course is C. That is, if you receive a grade of C- or less, you must repeat this course to graduate. The passing grade for others in this course is a D-.

Assignments and Academic Integrity

All assignments are to be completed on an individual basis, i.e., on your own. Group efforts are not acceptable. Academic dishonesty is unacceptable and considered grounds for failure and other disciplinary actions as stipulated in the College Policy on Academic Dishonesty. All hand-in and presentation assignments are due at the beginning of class on the day they are due. Late assignments will be accepted, but for partial credit.

E-mail

Email is the preferred method of communication. When sending email please include CIS 206 in the subject line and be sure to include your first and last name in the message.

Attendance and Classroom Conduct

Faculty Senate legislation mandates student attendance in all classes. Students who are unable to attend the examinations or meet deadlines for assignments on particular days due to religious beliefs, must contact me ahead and work out alternate arrangements. Students are expected to behave as reasonable adults, motivated to explore the subject matter with proper guidance from the instructor. Late arrivals and early departures disturb the entire class and should be avoided. As per Senate policy, students whose unexcused absences exceed 15 percent of the scheduled classes and laboratories may receive a lowered grade or failure at my discretion.

Disability Statement

Students with documented disabilities may be entitled to specific accommodations. The College at Brockport's Office for Student with Disabilities makes this determination. Please contact the Office for Students with Disabilities at (585) 395-5409 or osdoffic@brockport.edu to inquire about obtaining an official letter to the course instructor detailing any approved accommodations. The student is responsible for providing the course instructor with an official letter. Faculty work as a team with the Office for Students with Disabilities to meet the needs of students with disabilities.

Title IX Compliance

Sex and Gender discrimination, including sexual harassment, are prohibited in educational programs and activities, including classes. Title IX legislation and College policy require the College to provide sex and gender equity in all areas of campus life. If you or someone you know has experienced sex or gender discrimination, sexual harassment, sexual assault, intimate partner violence, or stalking, we encourage

you to seek assistance and to report the incident through resources available at https://brockport.edu/about/title_ix/. Confidential assistance is available on campus at Hazen Center for Integrated Care and RESTORE. Faculty are NOT confidential under Title IX and will need to share information with the Title IX & College Compliance Officer. For these and other policies governing campus life, please see <https://www.brockport.edu/support/policies/student.php>

Emergency Preparedness

In case of emergency, the Emergency Alert System at The College at Brockport will be activated. Students are encouraged to maintain updated contact information using the link on the College's Emergency Information website, <https://www.brockport.edu/support/emergency>. Included on the website is detailed information about the College's emergency operations plan, classroom emergency preparedness, evacuation procedures, emergency numbers, and safety videos. In addition, students are encouraged to familiarize themselves with the Emergency Procedures posted in classrooms, halls, and buildings and all college facilities."

Fire Alarm and Emergency Evacuation

In the event of the fire alarm, gather your belongings and calmly go to the nearest exit. Once you are outside the building, go to steps at the front entrance, outside the building, where the class will gather together. If you cannot find the class group outside the building, stay away from the building until it has been cleared for reentry by the Fire Department, University Police, and/or College personnel. If you feel you may need assistance to exit the building, please notify me as soon as reasonably possible.

Weather Conditions and Class Cancellations

On days of severe weather conditions, please listen to WBSU (89.1 FM) and WHAM (1180 AM) for class cancellations. You may also call (585) 395-COLD at the College. If I have any information, I will try my best to send email, leave voice mail, or post messages.

Tentative Course Schedule (subject to change as needed)

Week	Topics and Activities	Assignments and Due Dates
1 01/28/2020	Introduction; Syllabus; MyITLab <i>Word Chapter 5: Desktop Publishing and Graphic Design.</i> Creating a Newsletter, Working with Graphics, and Linking Objects	
2 02/04/2020	<i>Word Chapter 5: Desktop Publishing and Graphic Design.</i> Creating a Newsletter, Working with Graphics, and Linking Objects <i>Word Chapter 6: Time Saving Tools.</i> Using Templates, Multiple Documents, and Themes	Read/Complete MyITLab on Word Chapter 5 and Word Chapter 6 Due 02/11/2020
3 02/11/2020	<i>Word Chapter 7: Document Automation.</i> Forms, Macros, and Security <i>Word Chapter 8: Word and the Internet.</i> Web Page Creation and Enhancement, and Blogs	Read/Complete MyITLab on Word Chapter 7 and Word Chapter 8 Due 02/18/2020
4 02/18/2020	In-Lab Unit Exam 1: Microsoft Word Chapters 5, 6, 7, and 8	Review; In-lab Examination #1
5 02/25/2020	<i>Excel Chapter 5: Subtotals, Pivot Tables, and Pivot Charts.</i> Summarizing and Analyzing Data <i>Excel Chapter 6: What-If Analysis.</i> Using Decision-Making Tools <i>Excel Chapter 7: Specialized Functions.</i> Logical, Lookup, Database, and Finances	Read/Complete MyITLab on Excel Chapter 5, Excel Chapter 6, and Excel Chapter 7 Due 03/03/2020
6 03/03/2020	<i>Excel Chapter 8: Statistical Functions</i> Analyzing Statistics <i>Excel Chapter 9: Multiple-Sheet Workbook Management</i> Ensuring Quality Control <i>Excel Chapter 10: Imports, Web Queries, and XML</i> Managing Data	Read/Complete MyITLab on Excel Chapter 8, Excel Chapter 9, and Excel Chapter 10 Due 03/10/2020
7 03/10/2020	<i>Excel Chapter 11: Collaboration and Workbook Distribution</i> Sharing Data with Others <i>Excel Chapter 12: Templates, Styles, and Macros</i> Standardizing Workbooks	Read/Complete MyITLab on Excel Chapter 11 and Excel Chapter 12 Due 03/24/2020
8: 03/17/2020	SPRING BREAK – NO CLASEES	

9: 03/24/2020	In-Lab Unit Exam 2: Microsoft Excel Chapters 5, 6, 7, 8, 9, 10, 11, and 12	Review; In-lab Examination #2
10 03/31/2020	<i>Access Chapter 5: Data Validation and Data Analysis.</i> Reducing Errors and Extracting Better Information <i>Access Chapter 6: Action and Specialized Queries.</i> Moving Beyond the Select Query <i>Access Chapter 7: Advanced Forms and Reports</i> Moving Beyond the Basics	Read/Complete MyITLab on Access Chapter 5, 6, and 7 Due 04/07/2020
11 04/07/2020	<i>Access Chapter 8: Get Connected</i> Exchanging Data Between Access and Other Applications <i>Access Chapter 9: Fine-Tuning the Database</i> Analyzing and Improving Database Performance <i>Access Chapter 10: Using Macros and SQL in Access</i> Advanced Techniques	Read/Complete MyITLab on Access Chapter 8, 9, and 10 Due 04/21/2020
12 04/14/2020	In-Lab Unit Exam 3: Microsoft Access Chapters 5, 6, 7, 8, 9 and 10	Review; In-lab Examination #3
13 04/21/2020	<i>PowerPoint Chapter 5: Infographics</i> Creating Text Charts, Tables, and Graphs <i>PowerPoint Chapter 6: Interactivity and Advanced Animation</i> Engaging the Audience	Read/Complete MyITLab on PowerPoint Chapter 5 and PowerPoint Chapter 6 Due 05/05/2020
14 04/28/2020	<i>PowerPoint Chapter 7: Customization</i> Customizing PowerPoint and the Slide Show <i>PowerPoint Chapter 8: Collaboration and Distribution</i> Collaborating, Preparing, Securing, and Sharing a Presentation	Read/Complete MyITLab on PowerPoint Chapter 7 and PowerPoint Chapter 8 Due 05/08/2020
15 05/05/2020	In-Lab Unit Exam 4: Microsoft PowerPoint Chapters 5, 6, 7, and 8. All MyITLab Work Due Friday, 05/08/2020. MyITLab will shut down on Friday, 05/08/2020 at 11:59 P.M. ET	Complete all MyITLab work by 11:59 p.m. ET on Friday, 05/08/2020.

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Grading Policy

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All homework assignments are to be completed on individual basis, i.e., on your own. Group efforts are not acceptable. Academic dishonesty is unacceptable and considered grounds for failure and other disciplinary actions as stipulated in the College Policy on Academic Dishonesty. All assignments will be handed in at the beginning of class on the day they are due. Late assignments will not be accepted. No credit will be given for late assignments.

Exams and Quizzes

Students will not receive any credit for missed quizzes or exams. If you will not be able to attend a quiz or exam you must notify me at least a week in advance to make arrangements to take the quiz or exam ahead of time.

Blackboard

Course information and handouts may be distributed through Blackboard. Check Blackboard regularly. Students may be required to complete some assignments on Blackboard or submit assignments to the appropriate dropbox on Blackboard. Please be aware that Blackboard only supports certain browsers. For more information see:

<http://wiki.sln.suny.edu/display/SLNKB/Open+SUNY+Online+Course+Browser+Compatibility>

Email

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