Introduction to Microcomputers
Fall 2016 Syllabus
CISA-110-68755; 08/15/2016-12/17/2016; Online
CISA-110-68756; 08/15/2016-12/17/2016; Monday, Wednesday 11:00AM - 12:15PM, Bldg 1400, Room 1432
3 units: 3 hours lecture, 1 hour lab.

Professor:	Robert Miller
Office:	1031-H
Hours:	http://www.napavalley.edu/people/rmiller
Faculty Webpage:	http://www.napavalley.edu/people/rmiller
E-Mail:	Use the, "Inbox" link in Canvas.
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Course Description
This is an introduction to microcomputers and microcomputer applications introducing important concepts for the effective use of the user interface, word processor, spreadsheet, database, and Internet. These concepts will be reinforced by hands-on experience both inside and outside of the classroom. (*Napa Valley College Class Schedule*)

1. Student Learning Outcomes:
A.   Utilize Microsoft Windows, Microsoft Office, E-Mail, and a Web Browser.

Results of assessments completed in the course may be used for the purpose of Learning Outcomes Assessment data collection for the improvement of institutional effectiveness. Any sample, in whole or part of the work, will be used anonymously. If you do not want these results used for the purpose of Learning Outcomes Assessment data collection for the improvement of institutional effectiveness, please notify the Instructor prior to the end of the semester in which the assessment was completed.

2. Course Objectives: Upon completion of this course, the student will be able to:
A.   Explain the purpose, operation, and care of hardware components.
B.   Identify the types of application software and explain their purpose or use.
C.   Understand the basics of an operating system.
D.   Explain file management techniques.
E.   Explain the purposes, functions, and common features of: * Word processing software. * Spreadsheet software. * Database software. * Presentation software. * Communications software.
F.   Share data between programs.

3. Course Content
A.   Overview of essential computer concepts.
B.   Microsoft Windows operating system and the basics of using a graphical user interface.
C.   Basics of working with files.
D.   Basics of a program suite.
E.   Database systems using Microsoft Access.
F.   Creating spreadsheets using Microsoft Excel.
G.   Presentation software using Microsoft Power Point.
H.   Word processor using Microsoft Word.
I.   Web browser and email using Internet Explorer and Outlook or web based email.
J.   Basics of using software applications together and how to share data between them.

Recommended Preparation
CISA 170 or equivalent

Required Text/Materials/Web Items
Students are responsible for buying the required items below.

Course syllabus is subject to change. 12/9/2016 12:29 PM

MyITLab with Pearson eText -- Access Card -- for GO! with Office 2016
Shelley Gaskin
Alicia Vargas
Debra Geoghan
Nancy Graviett
©2017 | Pearson | Access Card Package | 976 pp | ISBN13: 9780134497914
More info: http://www.myitlab.com

The Instructor IS NOT responsible for any items purchased either at the college bookstore or elsewhere. If you have any questions/issues regarding purchase policies, you must deal with the place of purchase directly.

Canvas: https://napavalley.instructure.com

College Library Computers
There are computers available for student use during open hours and subject to availability.

Personal Computer Setup Instructions
Access to a computer running:
- Operating System: Microsoft Windows 7, 8 OR Mac OS 10.7, 10.8, 10.9
- Google Chrome 23+
    o Pop-up windows must be allowed.
    o Session cookies must be enabled.
    o JavaScript must be enabled.
- Broadband Internet Connection is required.
- A two-button mouse

Frequently Asked Questions

How to allow pop-ups in Google Chrome
"Allow all pop-ups
You can allow all pop-ups by disabling the pop-up blocker. Follow these steps:
Click the Chrome menu Chrome menu on the browser toolbar.
Select Settings.
Click Show advanced settings.
in the "Privacy" section, click the Content settings button.
In the "Pop-ups" section, select "Allow all sites to show pop-ups." Customize permissions for specific websites by clicking Manage exceptions." https://support.google.com/chrome/answer/95472?hl=en

How to Login to Canvas:
1. Open Web Browser
2. Go to http://mynvc.napavalley.edu .
3. Enter your, "Username"
    a. Your new username is made using your first initial, your last name, the last 5 numbers of your student ID (NOT your SSN), and our new email domain information (@student.napavalley.edu). Here is an example for Cathy Gillis: cgillis48524@student.napavalley.edu
4. Enter your, "Password"

a. Your password is your birthday in this format MM-DD-YY There must be two digits for each, so add a zero if necessary. Example: birthday is 3/2/1998 the password would be: 030298
5. Click, "CISA_101_Computer Information Systems" OR, "CISA_110_Introduction to Microcomputers"
6. Click, "Account"
7. Click, "Logout"
8. Be careful that you close out ALL windows/tabs when you are done.

How to Log-In to MyLab and Mastering (MyITLab):

1. Follow these instructions carefully to link MyITLab to this course https://portal.mypearson.com/course-home/handout/miller58966/registration-instruction.pdf (Links to an external site.)

1. In MyITLab you may request temporary access before payment is required or an access code is required.
2. Please remember to access MyLab and Mastering through Canvas each time.
3. This is a Canvas-linked course and so a Course ID should not be required. (This is different from the purchased access code as mentioned above).

How to change from temporary to full access:
MYLAB & MASTERING FOR LEARNING MANAGEMENT SYSTEMS: CHANGE FROM TEMPORARY TO FULL ACCESS https://support.pearson.com/getsupport/s/article/MyLab-Mastering-for-Learning-Management-Systems-Change-from-Temporary-to-Full-MyLab-Access (Links to an external site.)

Student Guide: MyITLab
http://www.pageturnpro.com/Pearson-Education/71691-Student-Guide-MyITLab-for-Office-2016/index.html#1

How to access eText(s)*:
1. Click, "MyLab and Mastering"
2. Click, "MyITLab Course Home"
3. Click, "Course Materials"
4. Select eText, for example, "GO! with Microsoft Office 2016, Volume 1: eText"
5. Select eText option, for example, "GO! with Microsoft Office 2016, Volume 1: eText"
6. Click, "HERE"

*Please review the ISBN code under Required Text above.

How to access Modules in Canvas for Assignments, Discussions, Presentations, Quizzes, Simulation Training, (and Soundbytes when applicable):
1. Click "Modules".
2. Select Current Module (example, "Module 1.").
3. Select Current Presentation (example, "go_intro01.pptx...").

How to access Assignments in MyITLab:
1. Click "MyLab and Mastering".
2. Click, "MyITLab Course Content".
3. Select Current Assignment (example, "…Chapter 1: Simulation Training").

How to review how many attempts are allowed on a Quiz Assignment in Canvas:
1. Click, "Modules".
2. Select the quiz, for example, "Quiz 1".
3. Review, "Allowed Attempts".

How to review how many attempts are allowed on a Simulation Training Assignment in MyITLab:
1. Click, "MyLab and Mastering"
2. Click, "MyITLab Course Home"
3. Click, "Course Materials"
4. Select Assignment for example, "Windows 10 Simulation Training"
5. Click, "Options".
6. Click, "View Submissions".
7. Click, "Show Info".
8. Review, "Attempts Allowed".

How to review the time limit on a quiz in Canvas:
1. Click, "Modules".
2. Select the assignment or quiz, for example, "Quiz 1".
3. Review, "Time Limit".

Why does the gradebook show a, "0" today for an assignment that is not due until later in the week?
The default grade for an assignment is, "0". However, if an assignment is submitted by the due date, then scores will be updated once the assignment has been graded by the Instructor.

When are grades updated?
Grades are generally updated within a few business days after the due date. Example: If the assignment is due on Friday 10/07, grades are usually posted by the next Wednesday 10/12.

What are, "default grades"*?
"Default grades are automatically entered for all students who do not have a grade."*
*https://guides.instructure.com/m/4152/l/55002-how-do-i-set-a-default-grade-for-an-assignment

How to check grades in Canvas:
1. Click, "Grades".

How to send a Message in Canvas:
1. Click, "Inbox".
2. Click, "Compose a new message".
3. Select Course, "CISA_110_Introduction to Microcomputers".
4. Enter a recipient in the, "To" box for example, "ROBERT MILLER".
5. Enter a Subject and Body (Optional).
6. Click, "Send".

How to post to Discussions in Canvas:
1. Click, "Modules".
2. Select a, "Discussion" topic (for example, "Introductions").
3. Click on "Reply".
4. Type in a response.

5. Click on "Post Reply".

How to edit a Discussion post in Canvas that has already been submitted:

1. Click, "Modules".
2. Select a, "Discussion" topic (for example, "Introductions").
3. In the, "Search entries or author" textbox, type your name.
4. Click, "View in Discussions".
5. Click the, "Gear Wheel".
6. Click, "Edit".
7. Edit the post.
8. Click, "Done".

What should be included in a Discussion post?

1. Review the Discussion topic. For example, "Post a summary about the current chapter(s)" or "Post a Technology related current event".
2. Research the topic. For example, read the current chapter(s), or recent technology publications.
3. Site reference(s). For example, "In the Textbook…".
4. Summarize the topic. For example, "In Chapter 1 these items were discussed".
5. Provide your opinion or a comment about the topic. For example, "This was interesting, because...".
6. Spellcheck and Grammar check your post.
7. Discussions posts are worth 0-5 points. If the above criteria is met, posts will receive 1 point per sentence.
   a. 1 sentence: 1 point.
   b. 2 sentences: 2 points.
   c. 3 sentences: 3 points.
   d. 4 sentences: 4 points.
   e. 5 sentences: 5 points.

How to Reset Canvas Password:

1. Visit https://napavalley.instructure.com/login/canvas
2. Click, "Forgot Password?"
3. "Enter your Username and we'll send you a link to change your password" in the, "Username" text box.
4. Click, "Request Password"

How to Reset MyITLab Password:

1. Visit http://www.pearsonmylabandmastering.com/northamerica/myitlab/
2. Click, "Forgot username or password?"
3. "Enter your email address"
4. Click, "Continue"

How to Reset the link between Canvas and MyITLab if you are experiencing other issues:

1. http://www.pearsonmylabandmastering.com/northamerica/myitlab/
2. Click, "SIGN IN".
3. Type, "Username" and , "Password"
4. Click, "Sign In"
5. Select your section, "CISA 110…"
6. Click, "Sign Out"
7. Visit: https://napavalley.instructure.com.

8. Enter USERNAME: and PASSWORD: then click Login. If this is your first time logging in, scroll down in the syllabus and read the instructions.
9. Select Course, "Example: CISA-110".

How do I add a profile picture in my user account?
https://guides.instructure.com/m/4152/l/41467-how-do-i-add-a-profile-picture-in-my-user-account

How do I change my login password?
https://guides.instructure.com/m/4212/l/41958-how-do-i-change-my-login-password

How do I edit or delete discussion replies as a student?
https://guides.instructure.com/m/4212/l/99892-how-do-i-edit-or-delete-discussion-replies-as-a-student

Please note: If you do not want to receive notification messages, review "How do I set my Canvas notification preferences?"
https://guides.instructure.com/m/4152/l/73162-how-do-i-set-my-notification-preferences

Teaching Methods
- Lectures: Important material from the text and outside sources will be covered in class (online sections should review slide presentations and watch videos when applicable). Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
- Assignments: Assignments and online activities will be assigned to reinforce material in the text. These assignments may require the application of various software packages.
- Exams: Exams will be given.
- Discussions: Weekly discussion post required.

Grading *(Grading is Tentative and subject to change)*
Total points will be computed as follows. The total points for individual items may vary.

Point System: total assigned points 1000.
A   >= 900
B   >= 800
C   >= 700
D   >= 600
F   <= 599.9

Classroom Rules of Conduct
- Be respectful of your instructor and fellow classmates at all times.
- You are encouraged to work together to solve problems. However, you must complete your own work.
- For courses that meet in a college classroom:
  o As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question that pertains to the class.
  o Refrain from "surfing" the Web during class, unless directed by your instructor.
  o Turn off cell phones and pagers.
  o Refrain from bringing food and drink into the classroom.

Course Policies

<u>Anti-Discrimination Statement</u>: In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.

Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.

<u>Assignments, Due Dates, Late Work Policy</u>: All assignments are due by the day/time listed on this syllabus. Late work IS NOT accepted unless you hear from the Instructor in the form of an announcement or message in Canvas. Review the calendar at the end of the syllabus for specific assignment information.

> IMPORTANT! The following do not count as legitimate excuses for missing due dates:
> - Any technical problems operating a computer or mobile device.
> - Internet connection issues (Dial-up, Broadband, Cable, DSL, Wi-Fi, Cellular, Digital, Satellite, etc.).
> - Lost usernames &/or passwords.
> - Loss of power or battery.
> - Scheduled maintenance of Canvas.
> - School, college, library, office being closed.
> - System crashes, hard drive failure etc.

<u>Attendance</u>: "
Attendance
It is assumed that each student will consider attendance an absolute requirement and attend classes as assigned on a regular basis. It is the student's responsibility to attend every class for the scheduled length of time. Excessive absences, tardiness, and leaving class early is an important consideration for satisfactory academic progress and may be taken into consideration by instructors in assigning grades or dropping a student from the course. Students who do not attend the first class meeting may be dropped or lose priority on the waiting list.

Regular attendance in all classes is important for satisfactory academic progress.

Students who do not attend the first class meeting may be dropped or lose priority on the waiting list.

Absences
The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class. Absences should be cleared directly with the instructors."**Napa Valley College Catalog 2015-2016

Note to Online Section: Students are expected to attend class online every week. This means logging in and completing class activities, assignments, or scheduled quizzes and tests. Students who do not attend class or login the first day of class AND/OR miss more than 1 week may be dropped from the class.

<u>Cell phone</u>: Please turn off cell phone ringers if in the classrooms or labs.

<u>Honesty:</u>
Academic Honesty S6330:
"Definition of Academic Honesty

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be work individual or group assignments or tests. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty..."*Napa Valley College Catalog 2012-2014*

Consequences of Academic Dishonesty:
"Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:
- Give a lower or failing grade on the assignment or exam;
- Refer the student to the Vice President of Student Services for student disciplinary action.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:
- Fail the student from the course;
- Refer the student to the Vice President of Student Services for student disciplinary action.

If the student believes he/she is unjustly accused, he/she may appeal the decision to the Vice President of Instruction, or follow the student grievance process through the Office of Student Services."* *Napa Valley College Catalog 2012-2014*

Environmental Sensitivity Statement**:** The faculty senate encourages faculty to include the following statement in course expectations/requirements/syllabi: "Some NVC students, staff and faculty are seriously impaired by environmental illness or Immune Dysfunction Syndrome. They can experience breathing problems, headaches, sudden fatigue, mood swings, or memory lapses when exposed to perfumes, soaps, scented sprays or lotions, chemicals, tobacco smoke, or dust. Your sensitivity to the problem is extremely important, because by minimizing the use of strongly scented soaps, perfumes, and other products, we can help those affected. Thanks very much for your cooperation.

Exams: Makeup exams are not given. Exams will be given on the date/time listed on the calendar (unless announced otherwise by the Instructor). Please be prepared by reading the assigned chapters.

Extra Credit: If an extra credit option becomes available, it will be announced in class for hybrid sections or posted to the Course Home Page for online sections.

Missed Classes: It is the student's responsibility to obtain the assignments and the accompanying instructions on an individual basis if he/she is absent when an assignment is given. Missed or late exams cannot be made up.

Withdrawal from Classes:
"A student who finds it necessary to leave school during the semester may drop classes online or submit a Drop Card to the Admissions and Records Office. NOTE: It is the student's responsibility to drop a class.

Withdrawal from a class shall be authorized through 75% of the term. A student may withdraw and receive a "W" symbol for a course a maximum of three times. Upon the fourth enrollment the student will be required to receive a grade and will not have the option to drop and receive a "W" (Title V, section 55024).

Students who do not drop before the deadline may receive a letter grade of "F" in a course. Deadlines for dropping a class are published and available online (www.napavalley.edu), in the printed schedule, or in the Admissions and

Records Office. Late start and short term classes have different drop dates. Please check with the Admissions and Records Office for further information."*Napa Valley College Catalog 2012-2014*.

Also, read 'Last day to drop without a "W"' and 'Last day to drop with a "W"' deadline in the current edition of the *Napa Valley College Class Schedule*. In addition, a student who has not attended (or logged in for ONLINE sections) the first day of class, may be dropped at the Instructor's discretion or for other reasons listed in the Attendance Policy above.

Students in need of accommodations in the college learning environment:
Any student who feels they may need an accommodation based on the impact of a learning disability should contact Learning Services in the Library and Learning Resource Center (LLRC), room 1766, phone (707) 256-7442. A Learning Disability Specialist will review your needs and determine appropriate accommodations.

If you need accommodations for physical or other types of disabilities, schedule an appointment with DSPS Counselor, Sheryl Fernandez, in the Counseling Department located in the 1300 building, phone (707) 256-7220 for appointment.

All information and documentation is confidential. Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class.

Course Grades: Course grades will be available to review through the Napa Valley College Web Advisor system at http://www.napavalley.edu/WebAdvisor. Please allow adequate time for processing (normally 4 weeks after the course ends). Grades are not be mailed, nor emailed.

Prohibition against Discrimination Statement: Napa Valley College career technical education programs are open and available to all students regardless of race, color, national origin, sex, disability, religion, sexual orientation, gender identity or gender expression. Admission requirements for Napa Valley College career technical education programs are described in the current Napa Valley College catalog. The Napa Valley College Title IX officer is Kevin Luckey (Phone: 707-259-4514, Room 609). The Section 504 compliance officer is Rebecca Scott (Phone: 707-256-7438, Room 1735-C).

Note to Online and Hybrid Sections: This class is not a self-paced course. It has specific time limits and absolute due dates. Regular participation is required.

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Module	Start	Due	Topics Presented	Assignments	Attempts	Points
	08/15	10/28	Introduction	Post an introduction to Discussions. Review Student Registration Instructions for MyLab & Modified Mastering .pdf		0 0
1	08/22	10/28	Computer Concepts Windows Chapter 1 Getting Started with Windows 10	Review go_win10.pptx Discussions 1 Quiz 1 Windows 10 Simulation Training in MyITLab	 99 99	0 5 25 26
2	08/29	10/28	Office Chapter 1 Introduction to Microsoft Office 2016 Features	Review go_intro01.pptx Discussions 2 Quiz 2	 3	0 5 25
3	09/05 *	10/28	Word Chapter 1 Creating Documents with Microsoft Word 2016	Review go_w01_ppt.pptx Discussions 3 Quiz 3 Word Chapter 1: Simulation Training (Projects A and B) in MyITLab	 3 3	0 5 25 29
4	09/12	10/28	Chapter 2 Using Tables and Templates to Create Resumes and Cover Letters	Review go_w02_ppt.pptx Discussions 4 Quiz 4 Word Chapter 2: Simulation Training (Projects A and B) in MyITLab	 3 3	0 5 25 22
5	09/19	10/28	Chapter 3 Creating Research Papers, Newsletters, and Merged Mailing Labels	Review go_w03_ppt.pptx Discussions 5 Quiz 5 Word Chapter 3: Simulation Training (Projects A and B) in MyITLab	 2 3	0 5 25 29
6	09/26	10/28	Excel Introduction to Microsoft Excel 2016 Chapter 1 Creating a Worksheet and Charting Data	Review go_e01_ppt.pptx Discussions 6 Quiz 6 Excel Chapter 1: Simulation Training (Projects A and B) in MyITLab	 2 3	0 5 25 27
7	10/03	10/28	Chapter 2 Using Functions, Creating Tables, and Managing Large Workbooks	Review go_e02_ppt.pptx Discussions 7 Quiz 7 Excel Chapter 2: Simulation Training (Projects A and B) in MyITLab	 2 3	0 5 25 35
8	10/10	10/28	Chapter 3 Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools	Review go_e03_ppt.pptx Discussions 8 Quiz 8 Excel Chapter 3: Simulation Training (Projects A and B) in MyITLab Midterm	 2 3 1	0 5 25 20 35
9	10/17	10/28	Access Introduction to Microsoft Access 2016 Chapter 1 Getting Started with Microsoft Access 2016	Review go_a01_ppt.pptx Discussions 9 Quiz 9 Access Chapter 1: Simulation Training (Projects A and B) in MyITLab	 1 3	0 5 25 25
10	10/24	11/14	Chapter 2 Sort and Query a Database	Review go_a02_ppt.pptx Discussions 10 Quiz 10 Access Chapter 2: Simulation Training (Projects A and B) in MyITLab	 1 3	0 5 25 33
11	10/31	11/14	Chapter 3 Forms, Filters, and Reports	Review go_a03_ppt.pptx Discussions 11 Quiz 11 Access Chapter 3: Simulation Training (Projects A and B) in MyITLab	 1 3	0 5 25 24
12	11/07	11/28	PowerPoint Introduction to Microsoft PowerPoint 2016 Chapter 1 Getting Started with Microsoft PowerPoint 2016	Review go_p01_ppt.pptx Discussions 12 Quiz 12 PowerPoint Chapter 1: Simulation Training (Projects A and B) in MyITLab	 1 3	0 5 25 33
13	11/14	11/28	Chapter 2 Formatting PowerPoint Presentations	Review go_p02_ppt.pptx Discussions 13 Quiz 13 PowerPoint Chapter 2: Simulation Training (Projects A and B) in MyITLab	 2 3	0 5 25 34
14	11/21	11/28	Chapter 3 Enhancing a Presentation with Animation, Video, Tables, and Charts	Review go_p03_ppt.pptx Discussions 14		0 5

				Quiz 14	1	25
				PowerPoint Chapter 3: Simulation Training (Projects A and B) in MyITLab	3	29
15	11/28	12/10	Integrated Projects Chapter 1 Integrating Word, Excel, Access, and PowerPoint	Review go_integrating01.pptx		0
				Discussions 15		5
				Quiz 15	1	25
				Word Chapter 1: Simulation Exam in MyITLab	3	29
16	12/05	12/10	See Assignments	Discussions 16		23
				Excel Chapter 1: Simulation Exam in MyITLab	3	27
				Access Chapter 1: Simulation Exam in MyITLab	3	25
17	12/12	12/16	See Assignments	Final CISA-110-68755 (online section). Final Exam: Monday, 12/12/2016 12:00am-11:59pm online. CISA-110-68756 (MW 11am section). Final Exam: Wednesday, 12/14/2016 10:30am-12:30pm in room 1432.	1	45
				Total Points Possible		1000

Labor Day Sep 5
Veterans Day Nov 11
Thanksgiving Recess Nov 24-26
Final Examinations Dec 12-17