RowanCollege
SOUTH JERSEY

Business Studies Division
1400 Tanyard Road, Sewell, NJ 08080
856-468-5000

CIA 100: Essential Computer Skills

Syllabus

Lecture Hours/Credits: 3/3

Catalog Description

Prerequisite: Placement is based in basic skill test results

Does not satisfy the CIS 102 requirement in academic program

This course introduces students with no prior experience to basic computer techniques including keyboard and mouse operations, email, the Internet, the Windows Operating System, and Microsoft Office. Using a hands-on step-by-step approach, students will use Word to create, edit and format documents. Excel will be used to create and format worksheets. Access will be used to create a simple database. PowerPoint will be used to create, edit and format presentations including importing pictures and sound.

Textbook and Course Materials

It is the responsibility of the student to confirm with the bookstore and/or their instructor the textbook, handbook, and any other materials required for their specific course and section.

Click here to see current textbook prices at rcgc.bncollege.com.

Evaluation Assessment
Online Proctoring

All courses offered at RCSJ, whether they are web-enhanced, hybrid, or fully online, may include assessments that make use of Online Proctoring. To find out more about Online Proctoring, and to learn about the minimum technical requirements, visit rcsj.edu/elearning/online-proctoring.

Grading Distribution

Grading to be determined by individual instructors.

Individual instructors may include the following assessment(s):

- Exams
- Quizzes
- Projects/Assignments
- Attendance and Participation

Grading

The grading scale for each course and section will be determined by the instructor and distributed the first day of class.

Rowan College South Jersey Core Competencies

(Based on the NJCCC General Education Foundation - August 15, 2007; Revised 2011; Adopted 2014)

This comprehensive list reflects the core competencies that are essential for all RCSJ graduates; however, each program varies regarding competencies required for a specific degree. Critical thinking is embedded in all courses, while teamwork and personal skills are embedded in many courses.

1. **Written and Oral Communication**: Students will communicate effectively in both speech and writing.
2. **Quantitative Knowledge and Skills:** Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems
3. **Scientific Knowledge and Reasoning:** Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
4. **Technological Competency:** Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals
5. **Society and Human Behavior:** Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
6. **Humanistic Perspective:** Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language
7. **Historical Perspective:** Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
8. **Global and Cultural Awareness:** Students will understand the importance of a global perspective and culturally diverse peoples.
9. **Ethical Reasoning and Action:** Students will understand ethical issues and situations.
10. **Information Literacy:** Students will address an information need by locating, evaluating, and effectively using information.

CIA 100 Core Competencies

This course focuses on two of RCSJ's Core Competencies:

- Technological Competency
- Information Literacy

Student Learning Outcomes: Essential Computer Skills

Successful completion of CIA 100 will help students:	RCSJ Core Competencies	Evaluation / Assessment (Additional means of evaluation may be included by individual instructors)
Demonstrate introductory level competences in technology literacy and application software including instructional presentation multi-media tools, databases, spreadsheets, word processing, and the electronic mail software.	Technological Competency Information Literacy	Homework/ lab assignments Exams Rubric for specific software applications
Explain introductory concepts and techniques associated with computer information systems.	Technological Competency Information Literacy	Homework/ lab assignments Exams Rubric for specific software applications
Apply the introductory features of Microsoft Office suite.	Technological Competency Information Literacy	Homework/ lab assignments Exams Rubric for specific software applications
Demonstrate introductory abilities to create documents, spreadsheets, and presentations suitable for professional and personal use.	Technological Competency Information Literacy	Homework/ lab assignments Exams Rubric for specific software applications Rubric for critical thinking exam problems
Use introductory techniques to Integrate graphics (scanned images, clipart, and electronic images) into publications.	Technological Competency Information Literacy	Homework/ lab assignments Exams Rubric for specific software applications

Topical Outline

Course orientation, Windows exploration, mouse practice, email (Windows Section 1)

Intro to file maintenance, Skydrive, and Outlook (Windows Section 2)

Internet and creation of document using Word 2013 (Internet and Word Section 1)

Format characters and paragraphs in business document (Word Section 2)

Use of bullets, numbers, symbols, and tabs in document (Word Section 2)

Format and enhance MLA-style term paper (Word Section 3)

Finish term paper (Word Section 3)

EXAM on Word

Analyze data using Excel (Excel Section 1)

Navigate worksheet (Excel Section 1)

Edit and format worksheet (Excel Section 2)

Continue edit and format (Excel Section 2)

Use functions in worksheet (Excel Section 3)

Create and format charts in worksheet (Excel Section 3)

EXAM on Excel16Maintain data in Access tables (Access Section 1)

Add, delete, move columns, and use filters (Access Section 1)

Create new database and table (Access Section 2)

Create and edit one-to-one and one-to-many relationships (Access Section 2)

Create queries and extract records (Access Section 3)

Create and edit forms and reports (Access Section 3)

EXAM on Access23Prepare a presentation (PowerPoint Section 1)

Change slide layout, move placeholders, and add transitions (PowerPoint Section 1)

Edit and enhance slides (PowerPoint Section 2)

Insert and format clip art, charts, graphs, and add animation (PowerPoint Section 2)

Individual PowerPoint presentations

EXAM on PowerPoint and complete individual PowerPoint presentations if needed

Review of exam30Review of individual PowerPoint presentations and course review

Affirmative Action Statement

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses.

For questions concerning discrimination, contact Almarie J. Jones, Special Assistant to the President, Diversity and Equity/Title IX and Compliance, 856-415-2154 or ajones@rcsj.edu or (Cumberland) Nathaniel Alridge, Jr., JD, Director, Diversity and Equity/Title IX and Judicial Affairs, 856-691-8600, ext. 1414 or nalridge@rcsj.edu. For disability issues or any barriers in the learning or physical environment related to a document condition/disability please contact: Gloucester campus – Dennis M. Cook, Director, Department of Special Services, ADAAA/504 Officer at 856-415-2265 or dcook@rcsj.edu; or Cumberland Campus – Meredith Vicente, Senior Director, Physical & Learning Disabilities, Center for Academic & Student Success (CASS) at 856-691-6900 ext. 1282 or mvicent1@rcsj.edu

Department of Special Services

The Department of Special Services is located in the Instructional Center, room 425A. The Special Services Department is committed to providing support services and ensuring equal access to eligible students with documented disabilities as outlined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act with Amendments. If you are an eligible student with a documented disability please visit our website at RCSJ.edu/SpecialServices or call the office at 856-415-2265 or 856-415-2247 to speak to the Assistant Director Carol Weinhardt, cweinhar@rcsj.edu.

Reporting Allegations of Sexual Assault and Resource Referrals (8/2020)
Gloucester Campus

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the following offices listed in the chart below.

All students are encouraged to report alleged crimes on campus. Crimes that pose a threat to the campus community must be reported to 9-1-1, Security, the Sheriff's Office or the Deptford Township Police Department. All employees, including Security staff, must report incidents of discrimination, harassment or sexual misconduct to the Title IX Officer.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Local Law Enforcement	Gloucester County Sheriff's Office	**856-681-2200**
	Deptford Township Police Dept.	**856-845-2220**
	Gloucester Co. Prosecutor's Office	**856-384-5500**
	Sexual Assault Response Team	**856-384-5555**
Non-Confidential Reporting 9-1-1 and **Campus Security**	**9-1-1** Gloucester County Emergency Management Dispatch Campus Security **Blue Light** Emergency Phones <u>OR</u> ext. 4444 from any campus desk phone	**9-1-1 or push RED button on** Campus **Blue Light** Emergency Phones **856-681-6287**
Non-Confidential On-Campus Reporting Support Services	Almarie J. Jones Special Assistant to the President **Diversity and Equity/Title IX and Compliance** John F. Ryder Director **Student and Veteran Affairs**	**856-415-2154** **College Center, Room 116** **ajones@rcsj.edu** **856-468-5000, ext. 6456** **College Center, room 202** **jryder@rcsj.edu**
Confidential On-Campus Counseling and Support Services	Lois Y. Lawson-Briddell, Ph.D. MSW, LSW, Director **Counseling & Wellness Services Center** William Leonard, Ph.D. **Intervention Teams Consultant** Crystal Noboa, LSW, MSW Director, The Center for **People in Transition (PIT)** Diane Mussoline, EdS, LMFT **Director of Behavioral Services**	**856-464-5236 llawsonb@rcsj.edu** **College Center, Room 206** **856-415-2119 wleonard@rcsj.edu** **College Center, STEM Office C-168** **856-415-2264 cnoboa@rcsj.edu** **Workforce Development Bldg., room 809** **856-494-5665 dmussoli@rcsj.edu** **College Center, Room 200A**
Confidential Off-Campus Full-Service Support	**Center for Family Services/ Services Empowering Rights of Victims (SERV)**	**1-866-295-7378** **Camden and Gloucester counties** **centerffs.org/serv**
Hospitals with Sexual Assault Nurse Examiners	**Inspira Medical Center** **Jefferson Washington Township Hospital**	**700 Mullica Hill Rd.** **Mullica Hill, NJ · 856-508-1000** **435 Hurffville-Crosskeys Rd.,** **Turnersville, NJ · 856-582-2500**

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