

Riverside High School

CAREER & TECHNICAL EDUCATION DEPARTMENT



CIS: Introduction to Computer Information Systems

Curriculum Objectives:

To help students understand the relevance of computers in our society. To help students understand the various components of the computer. To help students understand the power of a computer. To help students understand the difference between software and hardware by introducing students to the various categories of computers and how it can change their lives.

Description:

- Students will learn how to navigate through the Yonkers School District OneDrive and website that has been provided using Office365. Students will learn how to share, email, attach documents and send attachments using their personal emails.
- Students will learn how the impact of computers on society and ethical issues are presented.
- Students will learn how to use are Microsoft Word (Word Processing) , Excel (Spreadsheets), PowerPoint, (Presentation) Access (Database), Google Doc and Google Slides applications.
- Students will also learn key importance of computer hardware/software.
- Students will understand the safety and ethics of illegal, social, and unethical uses of information technologies.
- Students will also learn the importance of Digital Citizenship and how it can affect their lives if not used in the proper manner.

Course Outline:

| Marking Period | Major Topics / Units | Student Learning Targets |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1 | 1.0: Computing Overview 2.0: Introduction to Course Technology Resources 3.0: Microsoft Word 4.0 Microsoft Excel | Students will have basic ideas of PC components. Students will be able to use Microsoft Word and Excel. |
| 2 | 4.0 Microsoft Excel | Students will have more knowledge Of Excel formulas/functions. |

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|--|----------------------------------------------------|-------------------------------------------------------------------------------------|
| | 5.0 Microsoft Power Point 6.0 Microsoft Access* | Students will be able to use Microsoft Power Point and Access. *=time permitting |
|--|----------------------------------------------------|-------------------------------------------------------------------------------------|

Grading: Full year grade is a cumulative of all marking periods and exams:

| Half- Year Grade | 1 st Marking Period | 2 nd Marking Period | Final Exam |
|------------------|--------------------------------|--------------------------------|------------|
| 100% | 45% | 45% | 10% |

Each marking period grade is calculated as given below: Please be advised teacher can change percentage at his/her discretion.

| Percent Weightage | Category |
|-------------------|-----------------------------------------------|
| 35% | Classroom Participation/Behavior/ Punctuality |
| 45% | Quizzes/Tests/Projects |
| 20% | Paper (reading assignments)/Presentations |
| | |

Required Materials:

- Notebook and Folder or Binder and loose leaf
- Pens/Pencils
- Internet Access for Schoology and Microsoft Teams and Office

Course textbooks/resources:

- *Learning Microsoft Office 2010 Deluxe Edition, Exploring Computer Science (Ver. 5.0)*

Grades will be based on the following grading scale: A (100-97%), A- (96-93%), B (92-89%), B- (88-85%), C (84-79%), C- (78-73%), D (72-65%), F (64% and below)

Requirements:

A. Homework and Projects will be assigned based on classroom presentations/Discussions, as well as other source materials.

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B. Quizzes/Tests will be based on topics covered in class, as well as any handouts and outside reading assigned. You must login to your Schoology or TEAMS account to access them. Do not share your password or account with anyone. Once the work is submitted, that will be your grade.

C. Papers will be typed with certain requirements such as: at least 5 paragraphs, 3 pages minimum, with the following being mandatory: include a bibliography page; double spaced; font-Arial at 12pt; your name; your period and date.

Lateness Policy: As it applies to assignments: they must be completed or turned in at a certain date, every additional day late will be a 10% deduction per day late. Absences do not impact the assignment due date policy as most assignments can be completed and turned in remotely, so special circumstances that hinder your attendance at school will require additional documentation (note from doctor or parent). Regarding attendance: Every three days late will lead to a 10% deduction to your quarterly grade; more than three absences per quarter, you are most likely to fail for the quarter.

Classroom Rules:

1. Be on time.
2. Be respectful.
3. Be prepared.
4. Use computers, material and all equipment properly.
5. Be enthusiastic and creative!
6. You break it, you pay for it.
7. By attending this class, you automatically agree to these terms.
8. For privacy and confidentiality of students, photography, audio, and visual recording is prohibited in the classroom by students.

NOT PERMITTED:

1. Food, drinks, candy/gum.
2. Personal electronics CELL PHONES are put on vibrate and in assigned pocket holder.
3. Teacher has option of giving a zero for the quarter or zero for class participation grade for misuse of Internet access.
4. Logging onto social websites like Facebook, YouTube, Snapchat, Instagram etc.

Expectations: The key a successful completion of this course requires a student to....

Students by the end of this course should have the knowledge and ability to assemble, disassemble, fix and problem solve hardware and software compatibility issues.

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You are required to have a Schoology Account, a Clever account and Microsoft Teams. It is your responsibility to check those accounts for latest assignments, tests, grades, etc.

Extra Help Days:

Mr. Paulose

Extra Help Days: Thursdays in Room 225

Parent-Teacher Communication:

School Number: (914) 376-8425

Email: jpaulose@yonkerspublicschools.org

Student Contract:

As a **Student**, I will demonstrate that I am a trustworthy and responsible individual by being independent learner who is active participant in my own learning by doing the following:

- ✓ Attending school regularly.
- ✓ Demonstrating by my actions and words respect for teachers/adults and peers.
- ✓ Reading, accepting and following classroom and school rules.
- ✓ Respecting all school property and taking care with technology/materials that I am privileged to use.
- ✓ Strive to do my best by participating in classroom activities, asking questions and seeking help if needed.

Signature: _____ Date __/__/_____