GENERAL INFORMATION
This course will be conducted online by using the GeorgiaVIEW (Desire2Learn) Learning Management System.
Class Website: https://gsw.view.usg.edu
- contains the course syllabus, class notes, class announcements, test dates, and other information for the course.

CATALOG DESCRIPTION
This course was developed as an exercise oriented approach to helping students to become familiar with computer applications through hands-on experience. Computer Applications includes document preparation, spreadsheets, databases, and presentation software. The course will also provide an introduction to computers, briefly discuss features of an operating system, and teach students how to use an Internet browser to do research using the Web. (3-0-3)

LEARNING OUTCOMES
On completion of the CIS 1000 course, students will be able to
1) Use the fundamentals of Microsoft Office 2013 applications, including MS Word, MS PowerPoint, MS Excel, and MS Access.
2) Apply Internet Browsers and the most popular search engines in order to do research using the Web.

TEXTBOOK/MATERIALS
Shelly Cashman Series: Microsoft Office 2013/ Introductory by Misty E. Vermaat, Cengage Learning, 2013,
- MS Office 2013 - Professional (180-day trial software).
- Student Files: you will find all files you need for your assignments in the specifications for each assignment. You must download these files.

COURSE OUTLINE
- Introduction to Computers and Operating Systems.
- Microsoft Word 2013.
- Microsoft PowerPoint 2013.
- Microsoft Excel 2013.

REQUIREMENTS
1. You are expected to have the following computer environment:
   - Reliable Internet access using browsers such as the Internet Explorer or Firefox (current versions), Java installed, and pop-up blocker turned off.
   - Access to GaVIEW
2. Recommended storage device: USB Portable Storage Device – flash drive (minimum of 1 GB memory). All students must have a flash drive to store their work in class.
3. You must have the TEXTBOOK

GAVIEW SUPPORT
1. How to Log in to GaVIEW:
   On the GSW GaVIEW page, click the link Login to GaVIEW and enter your username and password.
   - Your username is the first part of your RADAR e-mail address (everything before the @ symbol).
   - You have to set up your password using the Forgot Password? link, if you log in for the first time.
2. There is important information for students under the Student Orientation link on the GaVIEW home page. If you work on your personal computer, you have to explore this information to familiarize yourself with technology requirements and GaVIEW tools and components.
3. You also must go through the browser checker before you log in the first time.
4. The “Downloads” link will help you to install the plug-ins into your system.
5. Read the D2L Student Self-Paced Tutorial located in the Student Resources widget in GaVIEW.
6. If you experience technical issues with GaVIEW, you may contact the D2L Help Center (24 x 7 support) at https://d2lhelp.view.usg.edu/ or GSW GeorgiaVIEW help at gaview@gsw.edu (available Monday - Friday during business hours).
7. Please explore all links and read useful information on the GaVIEW Home page.

IMPORTANT DATES TO REMEMBER
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Wednesday, January 14, 2015</td>
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<tr>
<td>Martin Luther King Jr. Day (no classes)</td>
<td>Monday, January 19, 2015</td>
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<tr>
<td>Mid Term</td>
<td>Wednesday, March 5, 2015</td>
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<tr>
<td>Spring Break (no classes)</td>
<td>Monday, March 16 – Saturday, March 21, 2015</td>
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<tr>
<td>Last Day to Withdraw Without Academic Penalty</td>
<td>Monday, March 30, 2015</td>
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<tr>
<td>Last Day of Class</td>
<td>Wednesday, April 29, 2015</td>
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Deadline for the first login: January 21, 2015