

Course Syllabus

Course Name: Introduction to Computers

Course Number/Section: CIS 110 / 05

Fall Semester 2010 Class Hours: TTH 2:00-3:50

Instructor:	Lee Anne H. Bryan, M.EGR.	Office Location:	Building 17 – Office 103 Parker High Technology Building
Office Phone:	(910) 879-5653	Office Hours:	Monday: 9:00–11:00 am Tuesday: 9:50-10:50 am Wednesday: 9:00–10:00 am Thursday: 9:50-10:50 am
E-mail:	lbryan@bladencc.edu		
Instructor Webpage:	http://www.n4rsa.com		

TEXT, REQUIRED SOFTWARE and MATERIALS:

Discovering Computers and Microsoft Office 2007: A Fundamental Combined Approach, first edition, Authors: Gary B. Shelley and Misty E. Vermatt, Course Technology, 2011, ISBN 0538473924.

Student must have access to Microsoft Office 2007

USB flash drive

DESCRIPTION:

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

Special Needs Information: Students with special needs related to a diagnosed disability should contact Tommy Rains (910.879.5570; trains@bladencc.edu) in student services for assistance.

GOALS/STUDENT LEARNING OUTCOMES (Students will be able to demonstrate competency in the following areas):

1. Identify Computer Components
2. Perform Basic Computer Operations
3. Understand Security Issues
4. Utilization of Software Applications

REQUIREMENTS:

Assignments and Lab Activities

Research Paper

PowerPoint Project

Excel Project

Tests

Final

EVALUATION:

Regular attendance is required to pass this course. After 12 hours of absence, the student is dropped. This roughly equals 6 classes.

Course Syllabus (cont.)

All assignments will be given a point value; grades will be recorded as having achieved an amount of the total points possible.

Attendance and Participation	10%
Tests	20%
Research Paper	10%
Assignments and Lab Activities	30%
PowerPoint Project	10%
Excel Project	10%
Final	10%*

*Exempt from Final Exam if student has an A average with 2 or less absences.

100 – 90 = A	89 – 80 = B	79 – 70 = C	69 – 60 = D	59 and below = F
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Academic Integrity: In addition to good academic performance, students should exhibit honesty and integrity. If there is any question that academic honesty and integrity are not honored, students may be required to redo assignments in the presence of an instructor-selected monitor. Proof of dishonesty, including plagiarism, will make students subject to disciplinary action. Please consult your college catalog for more information.

Ground Rules:

1. Course Attendance:

- Class attendance of 100% is expected. Class absences will demand a 10-point reduction per day in the student's attendance grade.
 - If contact is not made prior to the 10 percent point of the course, then the student will be dropped from the course with a grade of "W".
 - If absences exceed 20% of all scheduled contact hours, the student will be dropped from the course with a grade of "W" or "WF" depending on the official withdrawal date.
 - If absent from class for two consecutive weeks, the student will be dropped from the course with a grade of "W" or "WF" depending on the official withdrawal date.
- Punctuality is expected. Students who are late for class may be denied admittance and be considered absent for the class. If allowed to enter class, a 5-point reduction per day in the student's attendance grade will be applied. Students who leave early, without instructor permission, may receive an absence mark for the class.
- See the college catalog for current policy concerning class attendance, tardiness, drop / add periods, etc.

2. Course Assignments:

- Assignments are due at the beginning of the class period on the due date. Late assignments will be assessed a penalty of 10% per day. No exceptions are made. Assignments more than one week late will not be accepted and will receive a grade of 0. If you must miss class on the day an assignment is due, be sure to turn it in before class or it will be considered late. However, no late assignments will be accepted during final exam week. Always back up your work.
- The student will be responsible for completing and saving assignments in the specified file types. Any other format will not be accepted.
- The student will be responsible for completing the lab assignments and will be expected to fully understand the material. Completion of all assigned labs is a requirement for successful course completion.
- All coursework must be completed. It is not the responsibility of the instructor to advise the student of missed work during the semester or the last week of the semester.
- If the student misses or arrives late to a lecture / lab, the student is responsible for the material presented, handouts distributed, and any announcements made that day. The instructor will not provide notes for missed classes.

Course Syllabus (cont.)

3. Course Quizzes and Exams:

- Quizzes, tests, and exams must be taken on the scheduled date; otherwise a grade of zero will be assigned. Any exceptions to this policy must be the result of a documented emergency or prior arrangement with the instructor. Make-ups must be taken within one week of the originally scheduled test date and will be assessed a three (3) point deduction from the exam grade for each day that the exam is late. It is the responsibility of the student to make necessary arrangements with the instructor to take the make-up test or exam in the appropriate time frame.
- Final exams should be taken on the date specified in the exam schedule, unless a conflict occurs. Please notify the instructor of any problems with the scheduled final exam date.

4. Course Cell Phone and Pager Policy:

- You may have a cell phone in this class, but let family and friends know it is for emergency calls only. You must set the phone on silent or vibrate or you will lose the privilege of having a phone in class. Please step outside to answer any emergency calls. Also, accepting a page or cell phone call *during a quiz or exam* will result in that student's paper being confiscated at the time of the page / call.
- NOTE: Having a pager or cell phone in class is an individual privilege which can be easily revoked by the instructor on a per student basis for abuse of the class policy.

CIS 110: Introduction to Computers

Course Schedule (Highly Volatile and Subject to Change!)

Weeks 1-2 Aug. 16-29	Syllabus; Discovering Computers: Introduction to Computers – Chapter 1; Special Feature 1: Living Digitally
Week 3 Aug. 30-Sept. 6	Microsoft Windows Vista 2007
Week 4 Sept. 7-13	Discovering Computers: Internet & World Wide Web – Chapter 2; Special Feature 2: Making Use of the Web
Week 5 Sept. 14-20	Introduction to Windows Internet Explorer; Test #1
Week 6 Sept. 21-27	Discovering Computers: Application Software – Chapter 3; Special Feature 3: Digital Video Technology
Week 7 Sept. 28-Oct. 4	Microsoft Office Word 2007 – Chapter 1
Week 8 Oct. 5-14	Microsoft Office Word 2007 – Chapter 2
Week 9 Oct. 15-21	Microsoft Office PowerPoint 2007 – Chapter 1
Week 10 Oct. 22-28	Microsoft Office PowerPoint 2007 – Chapter 2; Test #2
Week 11 Oct. 29-Nov. 4	Microsoft Office Excel 2007 – Chapters 1 & 2
Week 12 Nov. 5-11	Microsoft Office Access 2007 – Chapters 1 & 2
Week 13 Nov. 12-18	Test #3; Discovering Computers: Operating Systems and Utility Programs – Chapter 4; Special Feature 4: Digital Communications

Course Syllabus (cont.)

Week 14 Nov. 19-29	Discovering Computers: Computer Security and Safety, Ethics, and Privacy – Chapter 5; Special Feature 5: Buyer's Guide 2011: How to Purchase Computers and Mobile Devices
Week 15 Nov. 30-Dec. 6	Microsoft Office 2007 Integration
Week 16 Dec. 7 2:45 pm - 4:45 pm	Final Exam