

Course Syllabus

Course Name: Introduction to Computers

Course Number/Section: CIS 110 / OL2

Fall Semester 2010 Class Hours: Online

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 3 weeks of 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 Management:

- The course is located at the Moodle link on the college web page, <http://www.bladenc.edu>.
- Anticipated E-Mail Response Time is within above stated Office Hours.
- Anticipated Graded Assignment Turn-Around Time is one week from due date.
- For any assistance needed with email (Phillip Pope, ppope@bladenc.edu), Moodle (Maurice Mitchell, mmitchell@bladenc.edu), or Webadvisor (David Gooden, dgooden@bladenc.edu) please see the BCC homepage. From the homepage click on the Distance Education Link and look for the link to 24/7 Moodle Support or IT helpdesk.

2. Course Attendance:

- Course attendance of 100% is expected.
 - 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.
- See the college catalog for current policy concerning class attendance, tardiness, drop / add periods, etc.

3. Course Assignments:

- All submissions must be made through the appropriate Moodle links unless instructor specifies differently. No email attachments or paper copies will be accepted.
- 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. However, no late assignments will be accepted during final exam week.
- 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.

Course Syllabus (cont.)

4. 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.
- Do not wait until the last scheduled date to take any quizzes, tests, or exams in case of computer or technical difficulties.

CIS 110: Introduction to Computers

Course Schedule (*Highly Volatile and Subject to Change!*)

Week 1 Aug. 21-29	Syllabus; Moodle Orientation
Week 2 Aug. 30-Sept. 5	Discovering Computers: Introduction to Computers – Chapter 1; Special Feature 1: Living Digitally
Week 3 Sept. 6-12	Microsoft Windows Vista 2007
Week 4 Sept. 13-19	Discovering Computers: Internet & World Wide Web – Chapter 2; Special Feature 2: Making Use of the Web
Week 5 Sept. 20-26	Introduction to Windows Internet Explorer; Test #1
Week 6 Sept. 27-Oct. 3	Discovering Computers: Application Software – Chapter 3; Special Feature 3: Digital Video Technology
Week 7 Oct. 4-10	Microsoft Office Word 2007 – Chapter 1
Week 8 Oct. 11-17	Microsoft Office Word 2007 – Chapter 2
Week 9 Oct. 18-24	Microsoft Office PowerPoint 2007 – Chapter 1
Week 10 Oct. 25-31	Microsoft Office PowerPoint 2007 – Chapter 2; Test #2
Week 11 Nov. 1-7	Microsoft Office Excel 2007 – Chapters 1 & 2
Week 12 Nov. 8-14	Microsoft Office Access 2007 – Chapters 1 & 2
Week 13 Nov. 15-21	Test #3; Discovering Computers: Operating Systems and Utility Programs – Chapter 4; Special Feature 4: Digital Communications
Week 14 Nov. 22-28	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. 29-Dec. 5	Microsoft Office 2007 Integration
Week 16 Dec. 6-9	Final Exam