

Course Syllabus

Course Name: Computer Basics
Course Number/Section: CIS 113 / OL1

Spring Semester 2011 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: 9:25-10:25 am Tuesday: 9:15-10:15 am, 2:45-3:15 pm Wednesday: 9:25-10:25 am Thursday: 9:15-10:15 am, 2:45-3:15 pm
E-mail:	lbryan@bladencc.edu		
Instructor Webpage:	http://www.n4rsa.com		

TEXT, REQUIRED SOFTWARE and MATERIALS:

This course does not have a textbook.

Student must have access to Microsoft Office 2007

USB flash drive

DESCRIPTION:

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications.

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. Perform Basic Windows Operations
2. Demonstrate Basic Internet Skills
3. Display Basic Word Processing Skills
4. Develop Basic Presentation Skills

REQUIREMENTS:

Discussion Forums

Assignments and Lab Activities

Tests

Research Paper

Capstone Project

Final

EVALUATION:

Regular attendance is required to pass this course. After 6 hours of absence, the student is dropped. This roughly equals 3 weeks of classes.

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

Course Syllabus (cont.)

Attendance and Participation	10%
Tests	30%
Assignments and Lab Activities	30%
Research Paper	10%
Capstone 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.bladencc.edu>.
- Anticipated E-Mail Response Time is within above stated Office Hours.
- Anticipated Graded Assignment Turn-Around Time is one week.

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 accepted at the discretion of the instructor. 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.

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.

Course Syllabus (cont.)

CIS 113: Computer Basics

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

Week 1 Jan. 8-16	Module One: Introductions and What do I do first?
Weeks 2-3 Jan. 17-30	Module Two: Windows
Weeks 4-5 Jan. 31-Feb. 13	Module Three: The Internet; Test #1
Weeks 6-7 Feb. 14-27	Module Four: Word Processing; Test #2
Weeks 8-9 Feb. 28-Mar. 20	Module Five: Working with Numbers
Weeks 10-11 Mar. 21-Apr. 3	Module Six: Presentations; Test #3
Weeks 12-13 Apr. 4-17	Module Seven: Research Paper
Weeks 14-15 Apr. 18-May 1	Module Eight: Capstone Project
Week 16 May 2-4	Final Exam