

**MAYLAND COMMUNITY COLLEGE
Fall 2007 Welcomes You To:**

**CIS110/11 Intro to Computers
Contact hrs = 4 Credit hrs = 3**

Course Description

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.
Prerequisites: None Corequisites: None

Instructor Information

Instructor: Ed Young
Office Location: P216
Telephone Number: 765 7351 ext. 332
E-mail Address: reyoung@cc.mayland.edu
Office Hours: Monday 10:00 to 11:30 am, 2:00 – 3:00 pm, 5:00 – 6:00 pm
Tuesday 8:30 – 9:00 am, 11:00 to 11:30 am
Monday 10:00 to 11:30 am, 2:00 – 3:00 pm, 5:00 – 6:00 pm
Tuesday 8:30 – 9:00 am, 11:00 to 11:30 am
Friday 9:00 – 11am

Course Information

Meeting Times 12:00 noon to 1:50 pm MW Room P218
Required Text(s): *Microsoft Office 2007* by Hunt & Waxer, Course Technology
Required supplies: One jump drive or 3.5 " floppy disk for saving files is recommended

Course Objectives/Competencies:

1. Build a working vocabulary of computer terminology
2. Be able to identify and explain the basic types of PC hardware
3. Be able to describe the function of word processing, spreadsheet, and presentation graphics software
4. Be able to list the hardware needed for an entry-level small office or home computer
5. Be able to utilize the Internet to do simple research
6. Be able to do simple file management such as to create folders, rename files, move files, copy files, and delete files
7. Be able to work with E-mail
8. Be able to create simple documents in MS Word, Excel, Access, and PowerPoint

Attendance Policy/Tardiness/Make-Up Work:

You are expected to attend class. If you do not attend class on a regular basis you may be administratively dropped. If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor. If you need to withdraw, be sure you do so officially by filling out a drop form. If you just stop coming to class without withdrawing, your final grade will be an F

Grading Criteria/Tests/Projects:

There will be three quizzes, exercises, and a final exam. Quizzes will be scheduled at least a week in advance. If you miss a scheduled quiz, be ready to take the make-up upon your first return to class unless you have made other arrangements. Without prior arrangements, make-up quizzes are short answer instead of multiple choice. If you know you cannot take a quiz at the scheduled time, let your instructor know in advance. The final will be comprehensive. Exercises will be given a score and a due date. You will not receive the maximum score if your work is turned in after the due date. Exercises more than three class meetings overdue will not be accepted. No work will be accepted after the end of summer semester.

At the end of the semester, the three quiz scores, the final and the exercise grade will be averaged. Each counts equally toward your grade. The grading scale below will determine your final grade. If your final average at the end of the semester is between grades, such as 84.3, then your attendance will determine whether you get the higher grade. If you have three absences or less, you get the higher grade. If you have over three absences for any reason, your grade remains the same.

Grading Scale:

A = 93-100	Quiz #1	20%
B = 85-92	Quiz #2	20%
C = 77-84	Quiz #3	20%
D = 70-76	Exercises	20%
F = below 70	Final exam	20%

Inclement Weather Procedures:

Check local radio/TV for class cancellation due to weather.

Academic Standards/Student Expectations/Ethics:

You are expected to do your own work. Turning in someone else's work as your own or cheating on a quiz can lead to your expulsion from class.

Withdrawal Dates:

Fall 2007

End of Unconditional Withdrawal	Thursday, September 25
End of Conditional Withdrawal	Monday, November 1

Special Accommodations: Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

LEO Your exercise scores and quiz scores will be posted on LEO. If you see a score that differs from the work returned to you, please let me know. If you have turned in work and the score is not posted on LEO after a week, please let me know. Remember, LEO is not my official grade book. Your grades are kept on an Excel spreadsheet. If you want to know your current average, just let me know.

CIS110/11 Intro to Computers Tentative Schedule Fall 07

Monday	Wednesday
Aug 20 Intro to course Go over syllabus	Aug 22
Aug 27 Software, System & Application	Aug 29 Software/hardware Examples
Sept 3 Labor Day	Sept 5 Unit A Windows Vista
Sept 10 Unit A Windows Vista Unit B Managing Files & Folder	Sept 12 Unit B Managing Files & Folders
Sept 17 E-Mail	Sept 19 Quiz #1
Sept 24 Unit C Getting started with MS Office 07	Sept 26 Unit D Creating a Document
Oct 1 Unit D Creating a Document Unit E Enhancing a Document	Oct 3 Unit E enhancing a Document Unit F Adding Special Elements
Oct 8 Fall Break	Oct 10 Unit F Adding Special Elements
Oct 15 Unit G Creating & Enhancing a Worksheet	Oct 17 Unit G Creating & Enhancing a Worksheet Unit H Using Complex Formulas
Oct 22 Unit H Using Complex Formulas	Oct 24 Unit I Working with Charts
Oct 29 Quiz #2	Oct 31 Unit J Creating a Database
Nov 5 Unit K Working with Data	Nov 7 Unit L Creating Database Reports
Nov 12 Veterans Day Holiday	Nov 14 Unit M Creating a Presentation
Nov 19 Unit N Polishing & Running a Presentation	Nov 21 Unit N Polishing & Running a Presentation No evening classes
Nov 26 Unit O Integrating Office 2007 Programs	Nov 28 Quiz #3
Dec 3 Windows Vista	Dec 5 Computer Networks
Dec 10 Practical Items	Dec 12 PC Security
Dec 17 Final Exam Classes End	Dec 19