

CIS 110 – 12
Introduction to Computers
3 Credit Hours, 4 Contact Hours

Fall 2007

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: Keegan Anderson
Office Location: P212
Telephone Number: (828) 765-7351 ext. 333
E-mail Address: kbanderson@cc.mayland.edu
Office Hours: Posted Outside Office
Also by appointment as needed.

Course Information: This class meets on Mondays and Wednesdays from 1:30 pm – 3:20 pm in room P213.

Required Text(s): Hinkle, Microsoft Office 2007, Brief. Course Technology, Boston, MA, 2008.
SAM 2007, version 1.0 software with Computer Concepts and Office from Course Technology.

LRC Resources: none

Required supplies: **SAM Account**

Course Objectives/Competencies:

1. You will be able to identify the basic components of a computer and the function of each.
2. You will be able to utilize current Operating System software to perform a wide variety of tasks that concern computer users.
3. You will be able to identify and explain the different types of software used today and utilize the software to perform common tasks.
4. You will be able to utilize the Internet and other related components of the World Wide Web.
5. You will be able to discuss the impacts of technology on society and changing technological trends.
6. You will be able to analyze emerging technologies and changes in the computer (PC) market and make informed decisions as a consumer of technology.

ADA statement: 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.

Administrative Withdrawal: 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 could be submitted by the instructor. Please note that this is not my, the instructors, responsibility to drop students from the course and a withdraw could not be submitted for various reasons. Once withdrawn from the class, a student will not be readmitted.

Please note: No exceptions will be made to the following attendance policy, grading criteria or expectations of students!

Attendance Policy:

Attendance will be taken every day at the beginning of class. If you are not in class, you are absent regardless of the reason. Every fifth absence will result in the drop of one letter grade.

Grading Criteria:

All assignments are due on the date specified and at the time specified. **Absences are not an excuse for missing tests or not turning in assignments on time!**

Tests: You may make up one test during the semester provided that you have made **prior** arrangements with me and have a **valid** excuse for missing the original test, however, five points per calendar day will be deducted from make-up tests. All tests must be made up within one week of when originally given or you will receive a zero. If you miss class but come later on the same day to take the test, it is still considered a make-up and points will be deducted. If you do not take a test at the scheduled time and do not make arrangements with me to make it up or if you miss more than one test, you will receive a grade of zero. No test grades will be dropped at the end of the semester.

Projects/: Projects (hands-on work, computer required) will be given at various times during the semester. All projects will be due on a specific day and at a specific time, no projects will be accepted late. If you are not in class, you will receive a zero for any work that is taken up or graded.

	<u>Grading Criteria</u>	<u>Grading Scale</u>
Projects:	10%	A = 93 - 100 D = 70-77
Tests:	70%	B = 85 – 92 F = 0-69
Final Exam:	20%	C = 78-84

You may log in to <http://leo.mayland.edu> to see the syllabus, your assignments, check email, and view your grades. **Note, LEO only gives you your approximate grade.**

Academic Standards/Student Expectations/Ethics:

As college students, you will take personal responsibility for learning in this class. This means:

1. Coming to class prepared and completing all assignments on time.
2. Be responsible for keeping up with assignments, notes, etc. even when absent.
3. Complying with Mayland's Computer Resources Acceptable Use Policy.
4. Complying with Mayland's Student Conduct Policy. Students will be expected to conduct themselves in a professional matter; rudeness, inappropriate comments, outburst in class, surfing web during lecture, etc. will not be tolerated. You will be ask to leave for the day on your first offense, the second you will be dropped from the class.
5. Allow others the full opportunity to learn during class time. This means:
 - *Turn off cell phones, pagers, etc.
 - *Do not bring other people or children to class with you.
 - *Do not use computers for games, e-mail, etc. during class.
6. Cheating and Plagiarism will not be tolerated in class. You will be dropped from the class for any form of cheating. This includes, but not limited to: talking, hand gestures, cell phones, and communication over the internet.

Inclement Weather Procedures:

In the event that MCC is operating on a delayed schedule, this class will meet from 2:05 pm – 3:25 pm.

Withdrawal Dates:

End of Unconditional Withdrawal	Tuesday, September 25 th
End of Conditional Withdrawal	Thursday, November 1 st

Course Outline

- I. Computer Basics
- II. Windows Basics
- III. File Management
- IV. Word Processing
- V. Spreadsheets
- VI. Various Office Applications
- VII. Networking/Internet
- VIII. Photo Editing/Graphics
- IX. Hardware/Software Theory