

MAYLAND COMMUNITY COLLEGE
Welcomes You To:

CIS 110 – 95
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 computers to solve problems.

Prerequisites: None.

Corequisites: None.

Instructor Information:

Instructor: Ryan A. Carter

Office Location: P211

Telephone Number: (828) 765-7351 x334

Email Address: rcarter@mayland.edu

Office Hours: Office hours are posted outside P211. Additional office hours are available by appointment.

Course Information:

This is an Internet-based course. Instruction, assignments, and assessments will be performed asynchronously.

Required Text(s):

Hunt, Marjorie and Barbara M. Waxer. Microsoft Office 2007 – Illustrated Brief. Thompson Course Technology, Boston, MA, 2008.

SAM 2007, version 1.0 (A Thompson Course Technology product).

The SAM 2007 software can be purchased in Mayland's bookstore. Because of licensing reasons, you cannot use another person's account from either this semester or a previous one. Since this is an updated and upgraded version of SAM, it is not compatible with previous SAM versions. If you have previously purchased SAM 2003 or earlier, you *will* need to buy a copy of SAM 2007

You must install the SAM software on a personal computer OR use Mayland's computing facilities in order to complete your SAM and homework assignments. Mayland has computer labs (Avery campus, Yancey campus, library, classrooms, SOAR lab) available for your use (depending on classes and other scheduled activities). In fact, you can use the Mayland computers to complete any SAM exercises or homework assignments. **Please Note: Because all computers are different, I cannot be responsible for home installation and will not provide technical support for use of the SAM software at home**

To access your online course you will need access to the Internet. For best results, use an Internet Explorer web browser that is version 6.0 or higher or Mozilla Firefox 2.0 or higher. Although there are no absolute requirements other than those needed to run SAM, computers with faster Internet connections, faster processors, and more memory will get better results.

This textbook and class assumes that you have access to Microsoft Office. Specifically, you must have access to the Microsoft Office products: Word,

Excel, and PowerPoint. The hands-on activities, book, exams, and SAM demonstrate the use of Office 2007, but earlier versions of Office will suffice. There are major differences between Office 2007 and previous Office versions. Therefore, even if you complete homework using previous versions of Office, you must be familiar with Office 2007 as shown in SAM, book, and lecture notes. If you plan on using an earlier version of the Microsoft Office suite, please be aware that there will be differences between your software and the versions we are using in class. **Microsoft Works is NOT an adequate substitute for Microsoft Office.**

We will also be using Windows XP in this class as our operating system. While the newer Windows Vista is now on the market, many home computers and businesses are still running XP. You may use Windows XP or Vista as appropriate.

LRC Resources: None.

Course Objectives/Competencies:

1. You will be able to identify the basic components of a computer system 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 use the Internet and other related components of the World Wide Web.
4. You will understand the need for, and will be able to perform basic tasks related to, file management.
5. You will be able to identify different types of common software applications and utilize the software to perform basic tasks. This includes becoming familiar with Word Processors, Spreadsheets, and Presentation Software.
6. You will be able to discuss the impacts of technology on society and changing technological trends.
7. You will be able to analyze emerging technologies and changes in the computer (PC) market and make informed decisions as a consumer of technology.

Attendance Policy/Tardiness/Make-Up Work:

All assignments are due on the day and time specified in LEO. If there is an extenuating circumstance (e.g. hospitalization), please let me know **PRIOR TO DEADLINES** so that we can work out a way to deal with missing work. If I do not receive your homework assignment or test by the deadline, a 0 will be recorded for the assignment unless you have made arrangements with me ahead of time due to emergency circumstances. All homework and test grades will count toward your final grade.

Many jobs now allow workers to work asynchronous schedules or telecommute from home. However, communication is vital for this type of arrangement. Since this is a business-oriented class, you are expected to check in with "headquarters" frequently. This means that you should log in to LEO multiple times throughout the week to check on readings and assignments. If you encounter difficult topics and need my help, you should let me know. Simply put, because you are working independently, I cannot know where all of the problems are unless you voice them. You should bring questions or concerns to me or send them my way (email, call, etc).

Even more than students in a traditional section, you are responsible for finding out assignments, getting notes, reading the material, etc. Please remember to check LEO for your assignments very frequently. "I didn't know" is no excuse for not having your assignments prepared.

Remember: turning in homework electronically means getting things done early. This means you may complete scheduled assignments, hands-on activities, and exams quickly and turn them in. It often happens that there are busy signals, email problems, computer problems and network problems just when you wanted to turn in your work. This is like the traffic problems and weather problems when you commute to work. You learn to leave early!

Grading Criteria/Tests/Projects:

Exams: There will be five exams given this semester. All exam grades will be used in the computation of your final grade.

Homework: Homework will consist of computer-related assignments that will be completed in preparation for exams. Homework will be judged for completeness and graded or the answers will be made available for self-check. NO LATE HOMEWORK WILL BE ACCEPTED.

<u>Grading Criteria:</u>		<u>Grading Scale:</u>
Exams	50%	A = 93 – 100
Homework Completion	50%	B = 85 – 92
		C = 78 – 84
		D = 70 – 77
		F = 00 – 69

We will be using both the SAM software and Mayland's LEO website (leo.mayland.edu) to augment and facilitate learning and communication in this class. We will discuss these technologies during orientation. If you have questions about these software applications, please ask, since the class material and your grades depend on their successful use.

This is my pledge to you:

- 1) To respond to emails quickly
- 2) To respond to voice mail messages quickly
- 3) To post your grades in a timely manner
- 4) To do all I can to ensure your success in this class!

This is what I expect from you in return:

- 1) To turn in all assignments on time – without excuse
- 2) To refrain from academic dishonesty
- 3) To keep up with readings and assignments
- 4) To contact me for assistance for any reason at any time
- 5) To give this class your very best effort

While I have attempted to be as thorough as possible with this syllabus, course procedure may vary from this outline to meet the needs of this particular group.

Inclement Weather Procedures:

Since this is an Internet section, we do not have standard inclement weather concerns. However, Mayland computer labs (satellite campuses, classrooms, library) are available for your use (depending on classes and other scheduled activities). MCC will issue a statement delaying its operating hours or closing whenever appropriate. You can call the school's main number, check the website (www.mayland.edu), check LEO (leo.mayland.edu), or listen to any of the appropriate media outlets to find out about any delays or closings. If you plan on coming to campus, please use your best judgment as to traveling and exercise extreme caution during periods of inclement weather. Your safety should be your priority.

Academic Standards/Student Expectations/Ethics:

We have 16 class weeks this semester, and this class will require an investment of time each week. I will attempt to post new assignments each Thursday that Mayland has class – giving you a week from the time the assignment is given to the time that it must be completed.

In addition to hard work and good academic performance, students should exhibit honesty and integrity. Students are expected to maintain the highest levels of honor and respect involving all things associated with this course. This includes:

- Ensuring that the work for which you get credit is your own work. Cheating, copying, and plagiarism in all forms will not be tolerated. This includes 'sharing' homework, using unauthorized materials during exams (including friends and family), or failure to cite appropriate sources.
 - You are expected to do homework, projects, and tests on your own. Any submitted assignment should reflect your effort. 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.
- Completing all assignments thoroughly and on time.
- Complying with MCC's Computer Resources Acceptable Use Policy.
- Complying with MCC's Student Conduct Policy.

Withdrawal Dates:

End of Unconditional Withdrawal Tuesday, September 25, 2007
End of Conditional Withdrawal..... Thursday, November 1, 2007

Course Outline:

- I. Computer Hardware and Components
- II. Software Concepts
- III. Windows Skills
- IV. File Organization
- V. Word Processing
- VI. Spreadsheets
- VII. Internet and the World Wide Web
- VIII. Multimedia Presentations

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.

For this class, contact with the instructor as mentioned above includes checking LEO, submitting assignments, and emailing questions or comments. An administrative withdrawal may be performed, but is not required, for the final third of the semester. If you are dropped out of a class due to an administrative withdrawal, you will not be allowed to rejoin that class during the semester.

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.