

MAYLAND COMMUNITY COLLEGE
Welcomes You To:

CIS 110 – Y2
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 class meets on Mondays from 6:00pm until 9:50pm at the Yancey campus.

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.

Please note: you do not have to install the SAM software at home, though you can if you prefer. 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.** If you are uneasy about putting SAM on your home computer, please don't. You can always work here at school.

We will also be using Microsoft Windows XP and Microsoft Office 2007 to complete homework assignments. You do not have to have a computer or this particular software at home, but you must be willing to spend time with a computer that does (here at Mayland or elsewhere). Particularly, you will need access to the Microsoft Office products: Word, Excel, and PowerPoint. The practice assignments, SAM, exams, and book use Office 2007. There are major differences between Office 2007 and previous Office versions. Therefore, even if you practice 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.**

LRC Resources: None.

Required supplies: **Multiple** storage devices solely devoted to this class. If you plan on using USB flash drives to turn in your work, be prepared for me to take them up and keep them for a week at a time. To submit assignments, you can also email me the assignments to my email account listed above. You must bring storage devices to every class.

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, Web Browsers, Email programs, and Presentation Software. For this course, we will be using the Microsoft Office 2007 suite to demonstrate concepts.
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.

Grading Criteria/Tests/Projects:

Exams: There will be five exams given this semester. Unless otherwise specified, exams are to be completed during class and are considered late once class ends. However, take-home exams or project assignments may be substituted as necessary. Extra credit in the form of SAM training will be periodically available for the exams.

To help you practice for the exams, practice assignments will be given and but graded. You can use these assignments to judge your level of preparedness for the exams.

<u>Grading Criteria:</u>		<u>Grading Scale:</u>
Exams	95%	A = 93 – 100
Attendance	05%	B = 85 – 92
		C = 78 – 84
		D = 70 – 77
		F = 00 – 69

Attendance Policy/Tardiness/Make-Up Work:

You can take one Exam late during the semester. If for emergency or health reasons you are unable to take an exam as it is scheduled, it is your responsibility to notify the instructor PRIOR to the test to make arrangements for a make-up. An appointment has to be scheduled for the make-up exam, and make-up exams are given during posted office hours. Three (3) points will be deducted from the exam grade for each school day that the assignment is late. The missed exam must be made up within one calendar week, or it will receive no credit. THERE WILL BE NO REMINDERS OF THIS POLICY.

In other words, if there are extenuating circumstances (e.g. hospitalization, loss in the family), let me know **PRIOR TO DEADLINES** so that we can work out a way to deal with missing work. Please note that make-up tests may differ in content than those given in class. The last exam cannot be made-up. Exam grades will not be dropped.

Since this is a business-oriented class, you are expected to show up at your “job”. Therefore, attendance is required, will be taken on a daily basis, and will be recorded throughout the semester. Each student starts out with a 100% score for his or her attendance grade. For each day that a student is absent, 6.25 points will be deducted from the attendance grade. A student is considered absent if he or she fails to come to class, arrives significantly late, or leaves significantly early. Tardies and early departures are counted as absences at the instructor’s discretion.

If you must miss class, you are responsible for finding out about exams or practice assignments, getting notes, reading the material, etc. “I wasn’t here” is no excuse for not being prepared.

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 learn how to use these technologies as we go this semester, so don’t worry if you are unsure about them.

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:

This class will either meet on time or be cancelled altogether during inclement weather. MCC will issue a statement canceling evening classes whenever appropriate. Please use your best judgment as to traveling and exercise extreme caution during periods of inclement weather.

Academic Standards/Student Expectations/Ethics:

We have 16 class weeks this semester, and this class will require an investment of time each week. You should always practice the skills that we cover on your own outside of our sessions.

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 using unauthorized materials during exams (including your neighbor), or failure to cite appropriate sources.
- Complying with MCC’s Computer Resources Acceptable Use Policy.
- Complying with MCC’s Student Conduct Policy.
- Allowing others the full opportunity to learn during class time. Therefore:
 - Turn off all cell phones and pagers or set them to silent alert.
 - There should be no texting, chatting, phoning, picture-taking, or other form of electronic communication taking place during class. If you must keep a phone on standby due to family emergency, it should not be left in sight or used in the classroom. The unauthorized use of any electronic gadget, chat, web surfing, or email is strictly banned during Exams. Also, unauthorized talking, gesturing, and other types of communication during Exams are forbidden.
 - Do not bring other people to class with you, including children, friends, or other family FOR ANY REASON. The computer lab classroom setting is not an appropriate place to have visitors.
 - Do not use computers for web-surfing, emailing, game playing, or any other non-class related activity during class. Since doing these non-class activities is a large temptation for classes taught in the computer lab, and since they are a large distraction for everyone in the room including other students and the instructor, I will be very watchful for activity which is not related to the lesson at hand. You are expected to monitor your own conduct. I suggest that instead of playing online, you take notes. If you pursue these activities you WILL be asked to leave class. If non-class Internet usage / game-playing continues or becomes an issue, further appropriate measures will be taken.

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.

Contact with the instructor as mentioned above includes direct contact such as a face-to-face meeting or a telephone call. 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.