

CIS 111 – 20
Basic PC Literacy
2 Credit Hours, 3 Contact Hours

Fall 2006

Course Description:

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

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: Monday: 12:00pm-12:30pm
Tuesday: 11:00am-1:00pm, 3:00pm-6:00pm
Wednesday: 12:00pm-12:30pm
Thursday: 11:00am-1:00pm
Also by appointment as needed.

Course Information: This class meets on Tuesdays from 6:00 pm – 8:50 pm in room P213.

Required Text(s): Parsons and Oja, Practical Computer Literacy. Course Technology, Boston, MA, 2005.

SAM 2003, version 2.5 software with Computer Concepts and Office from Course Technology. It is a brown CD package.

LRC Resources: none

Required supplies: **SAM Account**, 3 ½" diskettes or USB Flash Drive

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 will be submitted by the instructor. Once withdrawn from the class, a student will not be readmitted.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, 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/Daily Work: Projects (hands-on work, computer required) will be given for each unit/topic covered. All projects will be due on a specific day at a specific time. No projects will be accepted late and will count as two daily work grades. Daily work will consist of questions, quizzes, hands-on work, etc. that corresponds to the material covered in class. No late work will be accepted for daily work. If you are not in class, you will not receive a grade for any work that is taken up or graded. One daily work grade will be dropped per seven grades taken.

<u>Grading Criteria</u>		<u>Grading Scale</u>		You may log in to http://leo.mayland.edu to see the syllabus, your assignments, check email, and view your grades.
Projects/Daily Work:	20%	A = 90 - 100	D = 60-69	
Tests:	80%	B = 80 – 89	F = 0-60	
		C = 70-79		

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.

Incllement Weather Procedures:

In the event of bad weather, call the MCC for information on classes. If MCC is operating on regular schedule and you think condition are impassable, use your best judgment.

Withdrawal Dates:

End of Unconditional Withdrawal	Friday, September 22 nd
End of Conditional Withdrawal	Monday, October 30 th

Course Outline

- I. Windows Skills & Computer Concepts
- II. Word Processing
- III. Internet & WWW

- IV. Spreadsheets
- V. Multimedia Presentations & Database