

**CIS 113 – 10**  
**Computer Basics**  
**1 Credit Hours, 2 Contact Hours**

**Spring 2006**

**Course Description:**

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.

**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, 2:30pm-4:00pm  
Tuesday: 11:00am-1:00pm  
Wednesday: 12:00pm-12:30pm, 2:30pm-3:00pm  
Thursday: 11:00am-1:00pm  
Friday: 10:00am-11:00am  
Also by appointment as needed.

**Course Information:** This class meets on Mondays from 4:00 pm – 5:50 pm in room P218.

**Required Text(s):** SAM Software with Concepts and Office from Course Technology.

*Please ensure that the SAM version that you purchase includes BOTH Concepts and Office.* (There are multiple versions in the bookstore).

**LRC Resources:** none

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

**Course Objectives/Competencies:**

1. You will be able to identify and know how to use the various parts of a computer system.
2. You will be able to use the Internet to find information and communicate information.
3. You will be able to use various input and output devices to interact with a computer.
4. You will become familiar with Windows and the storage of data.
5. You will be able to use the basic functions of a Word Processor.

**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 Once withdrawn from the class, a student will not be readmitted.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.

**Lab Work:** Lab 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.

	<b><u>Grading Criteria</u></b>		<b><u>Grading Scale</u></b>	
Lab Work:	50%	A = 90 - 100	D = 60-69	You may log in to <a href="http://leo.mayland.edu">http://leo.mayland.edu</a> to see the syllabus, your assignments, check email, and view your grades.
Tests:	50%	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.

**Inclement 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	Monday, February 13 <sup>th</sup>
End of Conditional Withdrawal	Monday, March 27 <sup>th</sup>

**Course Outline**

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|------------------------|------------------------|
| I. Computer Hardware   | IV. Word Processing    |
| II. Computer Software  | V. Internet and E-mail |
| III. File Organization |                        |