

Spelman College
CIS 100 Introduction to Computers
SPRING 2012

Instructor:	Phone:
Office Location:	Email:
Office Hours:	Location: Tapley 226

Course Days and Time:

Textbook and Materials:

SPELMAN COLLEGE SCIS 100 Custom Access Card (Pearson Custom Publishing)

SPELMAN COLLEGE SCIS 100 Value Pack (Pearson Custom Publishing)

Storage device for saving files (any of the following: flash drive, multiple diskettes, CD-RW, etc.)

Course Web Sites: Textbook assignments and reading are found on the MyITLab website (<http://www.myitlab.com>). Additional application assignments and project descriptions with grade sheets are found on the CIS100 ZONE web site (<http://www.spelman.edu/~comsci/cis100>). You can access these sites directly or through Spel.elearn (<http://spelelearn.spelman.edu>).

Textbook Web Site: Course materials can be downloaded from www.pearsonhighered.com/techinaction or accessed from the Student CD. The textbook's companion Web site (www.pearsonhighered.com/techinaction) from the publisher is an excellent source for additional content for the class. You will need to create a free account. You can access chapters to review information such as interactive study guides, exercises, Web research projects, online chapter presentations, and other student resources.

Software Required:

Microsoft Office 2007

Course Prerequisites:

None

Course Description:

A course designed to give students an understanding of how a computer works its capabilities, limitations, and applications. Understanding includes system components, societal impact, applications, introduction to Web page development, and the hands-on use of software packages including word processing, spreadsheets, presentation software and databases.

For the hands-on, you will learn to use a computer to practice the most commonly used Microsoft programs, including the Windows operating system, Internet Explorer for navigating the Internet, and the four most popular programs within the Microsoft Office Suite (Word, Excel, PowerPoint, and Access). Microsoft Word is a word processing program with which you can create common business and personal documents. Microsoft Excel is a spreadsheet program that organizes and calculates accounting-type information. Microsoft PowerPoint is a presentation graphics program with which you can develop slides to accompany an oral presentation. Finally, Microsoft Access is a database program that organizes large amounts of information in a useful manner.

Course Objectives:

The purpose of this course is to give students from diverse liberal arts disciplines an understanding of how a computer works. More specifically, you will learn about the system components, societal impact, programming concepts, applications, and various software packages. You will learn to be an intermediate level user of the Microsoft Office Suite. You will also practice the basics of using a computer, mouse, and keyboard. We will study and use six different software packages that are indicative of the type of software used on the typical computer system. These packages include a WWW

browser, a web page designer, a word processor, presentation software, a spreadsheet, and a database application. The course serves as the required computer literacy component of the general education curriculum.

At the end of this course, you will be able to:

- Understand and state the importance of computer literacy.
- Understand and explain what computers are and how they work, including the fetch-execute cycle, terminology such as "memory" and "storage," and the ideas of networks.
- Understand and explain the importance, versatility, and pervasiveness of computers.
- Make informed and reasonable purchases of computer hardware and software.
- Recognize and describe the impact that computers are having on our society and the potential for positive and negative changes.
- Demonstrate proficient use of MS Word, MS Excel, MS Access, and MS Expression Web.

Justification for the Fourth Credit Unit

There are two projects that require extensive research and outside class activities, and are 20% of the final grade.

1. *Buying a Computer* - The purpose of this project is to assist the student in purchasing a computer. The student will learn how to configure a system based on their needs and make a cost effective decision. The student will access Internet sources and literature and will also be required to consult a computer professional or computer store sales person.
2. *Career Project* - The purpose of the Career Project is to learn/understand what computer skills are needed/required in their chosen profession. Students will be required to do research on three Business Enterprises or Academic Institutions conducive to their major or future career. The student will prepare a 3-5 page website, and be prepared to it to the class in a 2-3 minute oral presentation.

Class Policies/Grading:

Instruction in this course is provided through demonstration and discussion. Class time will be provided for practicing concepts as well as working through assignments; however, ***additional time outside of class will be essential*** to improve skills and complete the assignments.

Every project and assignment will have at least one Assignment Grade Sheet to accompany it. These Assignment Grade Sheets list the tasks for each project and will be used to evaluate the accuracy and completeness of each project. The Assignment and its Grade Sheet can be found in the CIS100 ZONE.

Note: No make-up tests or quizzes will be given. Arrangements can be made to take tests early if an absence is anticipated.

There will be at least six in-class tests, three of which cover material in the textbook, and three which require you to demonstrate proficiency using the application software. In addition, there may be frequent quizzes on book and lecture material. There will be six applications assignments, in which you use the word processing, spreadsheet, and database software. There will be two projects Buying a Computer and Career. Lastly, there will be one Final Lab Project or Final Comprehensive Exam according to the published institution Final Exam Schedule. The instructor will announce any other assignments.

The final grade for the course will be computed based on the following categories and weights. The student must retain ALL returned graded work in case there is any question about grading.

Grading By Assignment Weight	Grade By Minimum Total Percentage	
10% Attendance, Class Participation, Homework	A	94%
25% In-class tests (Quizzes, Exams, Hands-on Tests)	A-	90%
25% Application Assignments	B+	88%
20% Projects: Buying the Computer and Career Project	B	84%
20% Comprehensive Final Project or Comprehensive Final Exam	B-	80%
	C+	78%
	C	74%
	C-	70%
	D+	68%
	D	60%
	F	<60%

Homework/Assignments:

All assignments must be completed and handed in on time submitted one hour before the *beginning* of class. Work must be *complete*. Partially completed assignments will be graded accordingly.

Late work will *NOT* be accepted more than four (4) days late. Late assignments are penalized 25% per day.

It is your responsibility to get the course notes, handouts, and laboratory assignments should you miss class or be late. In nearly every case, lecture notes will be available in the *myitlab* course.

Students are required to be present and on time for each class and are responsible for all material covered in class whether they are present or absent.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Missed work will result in a reduced grade for the assignment. Exceptional circumstances should be discussed with the instructor in advance. Any missed work is due the first day you return to class.

Cheating will result in a grade of 0 for the applicable assignment; further disciplinary action, including assigning a failing grade (F) for the entire course may also be taken. Your work *must* be your *own*.

It is expected that students will conduct themselves with integrity.

If you cheat or assist others in cheating, you violate a trust.

Cheating includes, but is not limited to, the following:

- copy files or lend your storage device to another student
- copy answers on exams or glance at nearby exams
- print work for someone else
- turn in assignments that have been used in other classes
- purchase or sell assignments or exam materials

If you cheat, some or all of the following actions will be taken:

- You will receive a zero for that particular assignment or exam.
- A report of the incident may be forwarded to the Dean of Undergraduate Studies. The Dean may file the report in your permanent record and/or take further disciplinary action.

Note: *Save all checked and graded assignments and exams/quizzes* for possible future inquiries regarding grades.

Appeals Policy: To appeal a grade, send an e-mail to your instructor's e-mail address within one week of the grade having been received. Overdue appeals will not be considered.

Attendance:

Attendance is required. *Please make every effort to arrive on time!* Attendance and punctuality are critical to success in the course. If you are unable to attend class, *you are responsible for completing the material covered*. Any missed work is due the first day you return to class. Please keep me informed about any extenuating circumstances that may affect your attendance. Absences in excess of twice the number of weekly class meetings will result in the student having to withdraw from the course. If you arrive late for class, be sure to check with me at the end of class to be marked "tardy but present." Two late arrivals will be considered one absence.

An excuse from the Office of Undergraduate Studies will only be honored for absences more than one week. Make up exams are subject to a 20-point penalty.

You must arrive for the final examination prior to the beginning of the exam. No one will be admitted after the designated start time.

Student Preparation for Each Class:

Follow the directions carefully. It's amazing how many students lose points on assignments because they forgot to do something. If the directions say to put your name in A1 and make it bold, do it. Given that the grade sheets are online, you can look at it before you turn your work in. There should be no question about the grade you receive. Start the assignments early, sometimes you may run into something you don't understand. If you run into it the night before it's due, you'll have no recourse.

All of your assignment submissions will be via WebCT and myitlab. Don't forget your login ids, and don't share your passwords with anyone.

- Read the text chapters assigned per the schedule.
- Review objectives from the chapters.
- Make note of any questions you may have to pose during class or via e-mail.
- Visit the **myitlab** Web site to complete training, assignments, projects, quizzes, and review other material.
- Optional: browse the online PowerPoint presentations for class.

TUTOR ASSISTANCE

TAs will be available in class on designated days and during posted tutoring hours. TAs and Tutor Assistants are responsible for answering your specific homework/laboratory questions, not completing the work for you.

CONSULTANT ASSISTANCE

Consultants in the open lab are on duty to assist you with hardware and software problems. If your computer malfunctions or your printer is out of paper, go to the main desk and ask a consultant for help. The consultants are not laboratory assistants and, therefore, are not responsible for answering specific homework/laboratory questions.

Withdrawal: The instructor may withdraw students with excessive unexcused absences

Academic Student Code of Ethics: See the complete Code of Ethics in the Student Handbook (<http://www.spelman.edu/students/current/handbook.shtml>).

Students with Disabilities Policy: Students with disabilities may be eligible for accommodations in this course. Contact the Office of Disability Services (ODS). The ODS is located in Mac Vicar Hall. For more information call 404.270.5293 or 404.270.5289 (TDD), or send an email to Merrine McDonald at mmcdonald@spelman.edu

Student Code of Conduct/Civility: Full details may be obtained from the Student Handbook (<http://www.spelman.edu/students/current/handbook.shtml>). At a minimum, I expect you to treat each other (and your instructor) politely and with respect. This includes turning off all cell phones (or muting them), participating in class, and arriving in a timely manner. Please remember that personal conversations during lecture and lab time are distracting to your fellow students. Collaboration on a project is an exception, of course. Always remember the following:

- Be respectful of your instructor and fellow classmates at all times.
- As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question that pertains to the class.
- Refrain from "surfing" the Web during class, unless directed to do so by your instructor.
- Turn off cell phones and pagers.
- Refrain from bringing food and drink into the classroom.
- You are encouraged to work with fellow students to solve problems. However, you must complete your own work.