

CIS 101

INTRODUCTION TO COMPUTERS
(Online: 0 campus visits required)

3 cr. (2-2)

COURSE DESCRIPTION:

This course provides an overview of the computing field and its typical applications. Key terminology and components of computer hardware, application software, and system software (including operating systems) are covered along with the development and management of information systems. Other topics include computer career opportunities, various networks (including the Internet), and World Wide Web technologies. This course also provides students with training in the use of business productivity software, including word processing, database management, spreadsheet, and presentation graphics along with web browser software.

PREREQUISITES: None**COURSE OBJECTIVES:**

At the completion of the course, the student will be able to:

1. Recognize the importance of computer literacy.
2. Utilize computers and the Internet effectively and understand the issues associated with their use
3. Describe the capabilities of today's computers and explain how various hardware components work
4. Explain the different software categories and what each can do
5. Identify various computer files and describe how to keep them organized and protected
6. Compare the characteristics of various networks
7. Describe the technologies that power the Web
8. Outline the development of today's computer technology
9. Identify computer professional career opportunities
10. Describe how information systems enhance organizational activities and how information systems are developed, implemented, and maintained
11. Explain the basics of computer programming
12. Compare the capabilities of large-scale computing systems to personal computers
13. Access and display Web pages using Web browser software
14. Locate information on the Web by using search engines
15. Create and edit text documents using word processing software
16. Analyze data, perform calculations, and create charts using spreadsheet software
17. Arrange and analyze data using database software
18. Develop slides for visual presentations using presentation graphics software

COURSE OUTLINE:

- i. Introduction to Computers
- ii. The Internet and World Wide Web
- iii. Application Software
- iv. Components of the System Unit
- v. Input and Output
- vi. Storage
- vii. Operating Systems and Utility Programs
- viii. Communications and Networks
- ix. Database Management
- x. Computers and Society, Security, Privacy, and Ethics
- xi. Information System Development and Programming Language
- xii. Enterprise Computing

COURSE REQUIREMENTS:

The student is required to read and study the textbook material. **Students are responsible for all discussion, assignments, and announcements made and posted on the course Web site (Blackboard).**

Attendance. Students must logon to blackboard 3 times per week. Each student will start with 100 points at the beginning of the semester, for each time the student does not login per week an absence will be assigned and the student will lose 3 points.

Exams/Exam Projects. There will be three exam projects (50 pts each) given during the semester as well as 3 written exams given through blackboard (100 pts each) during the semester. **NO late exam projects or written exams will be accepted or given for any reason.** The exam projects will be assigned after each application; these projects will have a specific topics and will require internet research to complete. The projects will apply all the lab objectives covered in the lab assignments as well as some exploratory objectives. Each exam will be worth 150 points.

The grading scale for exams will be as follows:

90 – 100	A
80 - 89	B
70 – 79	C
60 – 69	D
59 and Below	E

Quizzes. After each chapter in the theory book (Discovering Computer Fundamentals) a quiz will be taken online. Twelve quizzes will be given and each quiz is worth 20 points. **NO late** quizzes will be accepted.

Assignments: Students will have 15 lab assignments from the software book throughout the semester. Homework assignments must be submitted at the beginning of class. Lab assignments will also be assigned from the theory book 11 labs (5pts. each). **NO LATE** assignments will be accepted.

Final Project: A comprehensive final project (100 pts) will be assigned the last few weeks of the semester. This project will use the four applications covered during the semester and will require some internet research. The criteria for this project will be posted at a later date.

Final: A comprehensive final (200 pts) will be given during finals week. If a student has an A (999 pts.) going into the final they are exempt from the final. The grading scale will be the same as exams.

Academic Dishonesty. Academic dishonesty will not be tolerated. If it is found that a student has been dishonest regarding academics, a zero will be given for said exercise, assignment, project, or test. In addition, academic dishonesty may result in expulsion, suspension, probation, or reprimand by the vice-president for administration. Please refer to Article IV, pg. 34 of John A Logan College's Student Rights and Responsibilities: A Student Code of Conduct publication.

Student Success Center. Tutors may be obtained through the Student Success Center. Contact the staff in C219 if this service is desired. John A. Logan College will make reasonable accommodations for students with documented disabilities under Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student with a disability that may have some impact on work in this class, who feels she/he needs an accommodation, should make an appointment with the Coordinator of Services for Students with Disabilities on campus, Jennifer Frost, Room C219B, Ext. 8516. Before services can be provided, this advisor must determine eligibility and arrange appropriate academic adjustments. ***It is the student's responsibility to register in advance of a school term with this office and to turn in a schedule each term to ensure that there is every opportunity for success in this class.***

English Writing Center/Tutoring. For assistance with writing assignments in any college course, students are encouraged to visit "The Write Place" in Room E109. English instructors are available for one-on-one tutoring each semester during hours posted at the center.

Financial Aid. Students who receive financial assistance and completely withdraw from classes prior to 60% of the semester being completed (approximately 2-3 weeks after midterm) could be responsible to return a portion of their Federal Pell Grant award. Prior to withdrawing from courses, students should contact the Financial Aid Office.

Course Withdrawal Information. It is expected that you will attend this class regularly. If you stop attending for any reason, you should contact your advisor and withdraw officially to avoid the posting of a failing grade (an E) to your transcript. It is also advisable to discuss the situation with your instructor before dropping.

METHOD OF EVALUATION:

Final grades for the course will be determined as follows:

1310 – 1179 points = A

1178 – 1048 points = B

1047 – 917 points = C

916 – 786 points = D

785 and below = E

METHOD OF PRESENTATION:

Blackboard software

Microsoft Office Suite 2007 (Word, Excel, Access, PowerPoint)

Internet Accessibility

TEXT:

Microsoft Office 2007-Brief Concepts and Techniques. Shelly/Cashman/Vermaat.
Boston, Massachusetts: Course Technology, 2008.

Discovering Computers, Fundamentals, Fifth Edition. Shelly/Cashman/Vermaat.
Boston, Massachusetts: Course Technology 2008.

Materials: USB Flash drive with a minimum of 256 MB

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DATE: Fall, 2008

John A. Logan College Telephone Numbers

Carterville and Williamson County	985-3741 (operator)
	985-2828 (direct extension access)
Carbondale and Jackson County	549-7335 (operator)
	457-7676 (direct extension access)
Du Quoin	542-8612
West Frankfort.....	937-3438
Crab Orchard, Gorham, & Trico areas	1-800-851-4720
TTY (hearing-impaired access)	985-2752

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