# Course Outline

**Date Revised:** September 19, 2005  
**Course Number and Prefix:** CIS 110  
**Course Title:** Introduction to Computers  
**Class hours:** 2  
**Lab Hours:** 2  
**Credit Hours:** 3

## 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 the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

## Required Textbook(s):
- **Title:** Bundle Computers Understanding Technology Brief and Marquee Office 2003 Brief  
- **Author:** Fuller  
- **Year:**  
- **Edition:**  
- **ISBN:** 0763807885

## Course Objectives/Competencies:
Upon completion of this course, students will be able to:

1. Analyze different types of businesses and apply technology to complete tasks necessary in their operation.
2. Access the Internet and learn to use the features of Web browsers, including browsing, searching, and utilizing hyperlinks.
3. Utilize the online help system to research features and functions in order to increase efficiency in using the application.
4. Prepare business documents and correspondence using Word. Formatting, styles, layouts, and functions will be applied in various business situations to create memos, letters, announcements, newsletters, tables, envelopes, and labels.
5. Analyze data using Excel. Analyze numerical data, prepare worksheets, develop formulas and functions, and generate charts in various business environments.

6. Manage data using Access. Organize data into tables for storage, update and extract information, and generate reports to maintain accurate records in a business setting.

7. Prepare presentations using PowerPoint. Present data and information in a colorful and well-organized format using features like transitions and animations, applying appropriate design templates and slide layouts, master slides, printing options, and image editing.

8. Integrate objects and data. Learn to use the application that will most easily and efficiently create a document or object, and to export the object to the other programs within the suite.

9. Learn how computers work and differentiate between the various types of computers

10. Identify the main components of a computer system including input and output devices and understand the computer processing cycle

11. Understand the different types of data storage and how they function

12. Differentiate between system software and application software

Other Requirements:
CIS 110 - Intro to Computers

Fall Semester 2005
Time & Day: 10:00 - 11:45, TTH
Section #SD3
Course Syllabus

Scott Cline, Instructor
Phone: 586-4091 ext. 494
Office #126A
Email: scline@southwesterncc.edu
Web Page: http://www.sccitn.com/scline

Office Hours:
- MW 9:30 - 12:00
- F 9:30 - 11:30
- Also available by appointment

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Required Textbooks:
   ISBN: 0-7638-2078-4

   ISBN: 0-7638-2094-6

Recommended Media:
Memory key/thumb drive with at least 32MB of storage.
Objectives:

Office Component

- Analyze different types of businesses and apply technology to complete tasks necessary in their operation.
- Access the Internet and learn to use the features of Web browsers, including browsing, searching, and utilizing hyperlinks.
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Technology Component

- Learn how computers work and differentiate between the various types of computers
- Identify the main components of a computer system including input and output devices and understand the computer processing cycle
- Understand the different types of data storage and how they function
- Differentiate between system software and application software

Grading Scale:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>10%</td>
<td>A = 90 - 100</td>
</tr>
<tr>
<td>Homework / Lab Assignments</td>
<td>30%</td>
<td>B = 80 - 89</td>
</tr>
<tr>
<td>Presentations</td>
<td>10%</td>
<td>C = 70 - 79</td>
</tr>
<tr>
<td>Articles</td>
<td>20%</td>
<td>D = 60 - 69</td>
</tr>
<tr>
<td>Research Paper</td>
<td>10%</td>
<td>F = 0 - 59</td>
</tr>
<tr>
<td>Exams</td>
<td>20%</td>
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Attendance: Regular attendance is expected. I know there will be some cases when you will have to miss. You will be allowed 2 days of unexcused absence, before deductions on your overall grade will take place. To have an excused absence, you must notify me before the absence with a legitimate reason. Students are responsible for all class assignments covered during their absence. So make
sure you find out what you missed from your classmates to make sure you get it turned in on time.

**Homework / Lab Assignments:**
You will have different homework and lab assignments to work on out of the books and online.

**Presentation:**
Each student will have one PowerPoint presentation to present to the class individually and one group presentation during the semester.

**Articles:**
Each student will be required to bring a current computer article with a typed summary of the article. The typed summary must be at least 1/2 a page in length. The article can be out of magazines, newspapers, or from the Internet. You will have a total of four articles due during the semester. You will have to present all of the articles to the class on the day they are due. The due dates are: September 8, October 6, November 10, and December 8.

**Research Paper:**
You will have one Research Paper that you will have to complete for the class.

**Exams:**
You will have to use MLA format for documenting your sources.

**Withdrawal Date and Procedure:**
The last day to withdraw from this class is Wednesday, November 2. To initiate this procedure, you must talk to your advisor about withdrawing before this date.

**Academic Integrity Statement:**
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, your instructor will assign an "F" for the exercise or examination that evidences academic misconduct for the first offense and assign an "F" for the course for repeated offenses.

**Other:**
1) If you have a DOCUMENTED disability and think you will need some form of reasonable classroom accommodations to help you achieve your full academic potential, please see the disability office (student support services) located on the lower level of Oaks Hall. If you will not be needing classroom modifications, you are not required to disclose your disability.
2) It is unacceptable to play games during class. During the lecture portion of class you may not type or have anything open unless we are discussing it at the time.
3) All cell phones must be cutoff. This is educational time. Class does not need to be interrupted by a student leaving class to answer a cell phone call. The only exception to this is if you let me know at the beginning of class that you will be receiving an emergency call and you can put your phone on vibrate.