Introduction to Computers – CIS105
Course Syllabus Spring 2005
3 credit hours

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Office Hours:
MWF 2:00 pm – 3:00 pm
TR 9:30 am – 10:30 am

I. Course Description: An introduction to the field of computers and information processing. Emphasis is on understanding the capability, operation, and application of computers.

II. Prerequisite: Keyboarding I or consent of instructor.

III. Reference Textbooks/Materials:
C. Two Blank 3.5” HD diskette.

IV. Course Objectives: Upon completion of this course the student should be able to:
A. Recognize and explain the most commonly used computer terms.
B. Explain the basic operation of a computer and common peripheral devices used with computers.
C. Identify some of the problems and social issues associated with computers and information processing.
D. Explain some of the ways in which computers are being used in society.
E. Use e-mail and the Internet
F. Use professionally prepared software on a microcomputer in the Windows environment.
G. Evaluate his or her interest and ability for advanced study in the computer field.

V. Learning Experiences:
A. Lecture
B. Group discussion
C. Individual/team operation of the computer
D. Assigned homework
E. Lab assignments

VI. Course Content:
A. Digital Technology, Categories of Computers
B. Input and Processing, System Unit
C. Output and Storage
D. Computer Software - Application and Systems
E. Windows Environment, Disk and File Management
F. Word Processing on the Microcomputer
G. Electronic Spreadsheets on the Microcomputer
H. Database Management on the Microcomputer
I. Power Point on the Microcomputer
J. The Internet and E-mail
VII. **Student Evaluation.** Students will earn credit for periodic quizzes, lab assignments, and two or three written exams during the semester, and a final exam. Grades will be based upon total points using the following scale.

- 95 - 100 = A
- 86 - 94 = B
- 72 - 85 = C
- 65 - 71 = D
- Below 65 = F

VIII. **Special Policies:**

A. **Attendance.** Regular attendance is expected. One absence will be excused. Subsequent absences will result in a loss of points. Generally, a student may be dropped for non-attendance following excessive absences, as determined by the instructor. If a student plans to withdraw from the course, it is his/her responsibility to officially withdraw from the class. If an official withdrawal has not been processed through the Registrar’s office by the beginning of the final class period, a score of 0 will be assigned to all uncompleted work and the final grade computed in accordance with Section VII above.

B. **Missed Exams and Assignments.** It is the student’s responsibility to make up any assignments or exams missed during an absence. Any missed lecture notes should be obtained from another student. All missed exams must be taken prior to the next class meeting. Assignments that are turned in late will receive a reduced grade. Any work not completed will receive a score of 0.

C. **Academic Honesty.** Students who engage in dishonest acts such as plagiarism or other forms of cheating in meeting the requirements of this course will be notified by the instructor that they are receiving an F for the course. Students who wish to appeal the decision of the instructor on a matter of dishonesty may do so under the Procedural Policy for Disciplinary Action (under that policy, the student is subject to suspension from college for acts of dishonesty).

D. **Use of College Open Labs.** No college software will be copied for personal, educational, or business use. No College software or hardware may be removed from the labs. Personal, non-educational use of lab equipment and supplies is to be restricted.

IX. If you have special needs as addressed by the Americans with Disabilities Act and need any test or course materials provided in an alternative format, notify your instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Revised January 2005