

Course Prospectus

For CIS 110 Introduction to Computers

Overview

Computers have permeated every aspect of our modern society. If the past is a predictor of the future, we can be assured that the trend toward increased computer usage will continue. This makes it important to learn all we can about computers - their components, operations, communications, and usage as well as related security and other societal issues. This course provides a basic introduction to computers that address how they work and how to use them as effective productivity tools. The class uses a combination of assigned readings, lectures, labs, and online discussions to deliver course content.

Course Catalog Description

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Prerequisites and Corequisites

There are no prerequisites or corequisites for this course.

Course Credit

Upon successful completion of this course, the student will earn three (3) semester hours credit.

Instructional objectives

A student who successfully completes this course must demonstrate that he or she is able to:

1. Describe the fundamental computer operations.
2. Identify the basic hardware components of a computer and state the purpose of each.
3. Explain the purpose of application and system software and identify examples of each.
4. Explain the Internet and World Wide Web including wired and wireless networks.
5. Discuss computer communication concepts including wired and wireless networks.
6. Identify privacy and security issues associated with computer usage and state ways to reduce risk.
7. Discuss the pros and cons of societal and ethical issues involved in future technological developments.
8. Demonstrate proficiency in using productivity software including word processor, spread sheet, and database applications.

Students with disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Students who believe they have a disability requiring an accommodation, should inform the instructor through the "Contact Instructor" link on the course home page.

Technology access

This course requires web access and an established e-mail account. The Adobe Acrobat Reader is necessary to view documents that are PDF Files; it may be downloaded free at www.adobe.com/products/acrobat/readerstep2.html. In addition, lab assignments will require Adobe Flash Player 9, which can be downloaded free at get.adobe.com/amp, Windows XP or Vista, and Internet Explorer 6.x or above.

Course evaluation

Student input is welcome for improving this course. Making suggestions by e-mail is helpful. Our goal in this course is to facilitate the successful achievement of all instructional objectives by all students. At the end of the semester, students have the opportunity of assessing the course. We want to make distance learning as effective as we can. We may also ask some other questions concerning a student's experience in distance learning to help us improve our program. We appreciate students letting us know how we can improve our products and services for them and other distance learners.

Textbooks

The textbook for this course is:

Williams, Brian K. and Stacey C. Sawyer, *Using Information Technology: A Practical Introduction to Computers & Communications*. Seventh Edition. New York, NY: McGraw-Hill/Irwin, 2007. ISBN 13 9780072260717.

The lab assignments for this course require:

SimNet for Office 2007 Suite Registration Card. McGraw-Hill, 2007. ISBN 13 9780077218645.

SimNet Online is a learning system designed to teach and assess student competency in Microsoft Office 2007 and other computer concepts. SimNet Online is a product of McGraw-Hill that utilizes a completely online, simulated Microsoft Office 2007 and Windows Vista environment; it allows students to learn the Microsoft Office suite of products without the expense of purchasing the software.

Course requirements

Icebreaker Assignment

Students will officially begin the course by completing an icebreaker assignment in which they introduce themselves to their classmates through posting a short autobiography on the course Forum. Students post their biographies as a reply to the "Bios" topic on the course Forum. Students from all over the world may be enrolled in this course and each autobiography will help students to know, understand and appreciate each other. Please be sensitive to other students' perspectives with respect to the type of personal information you choose to share. A student can earn 25 bonus points in this course by completing the assignment within the first seven days of class. Students are to **read and comment** on each other's bios throughout the first week of class.

Due Dates and Extensions

Students must complete all assignments by the due dates stated in the syllabus. In no case can any assignment submitted after the last official day of instruction be considered for a grade. The last official day of instruction can be found in the academic calendar.

Reading and Writing Assignments

Refer to "Course Outline and Assignments" section for reading assignments.

Filing Writing Assignments

Instructions on how to post assignments are provided by visiting the Frequently Asked Questions pages through the link on the course homepage.

Lab Assignments

This course includes lectures which may be written, audio, and/or video. Links to lectures are placed within lessons. In general, students should complete the reading assignment prior to studying the lectures.

Quizzes and Examinations

Each of the seven lessons has an associated online quiz. All quizzes are open book, but under no circumstances are students to print the quiz. An open book quiz is not a workbook exercise. It is a test where the student can consult his or her notes and books. Students are allowed ninety (90) minutes to complete each quiz. Quizzes are objective tests which may include true/false, matching, and multiple choice questions. Students may be asked to answer objective questions covering lectures, labs, readings, vocabulary words, and discussion topics. Sample questions from the readings can be found in the Chapter Review section at the end of each chapter. SimNet Online also provides sample tests for each lesson. The student can use these tools to assess their knowledge and skill levels prior to taking course quizzes.

Online Discussions

Discussion questions will be posted at the beginning of each lesson on the course's homepage. **Students are expected to participate in the discussion by commenting on the questions and fellow students' comments.** Comments are open for the duration of the lesson, when the lesson is over comments will be closed. Students who make comments within the prescribed timeframe will receive credit for participating in that discussion.

Project Portfolio

Each student will create a portfolio for a **real or imagined** business venture. The purpose of the portfolio is to demonstrate competencies in using Microsoft productivity software including Word, Publisher, Power Point, Excel, and Access Database applications. The portfolio must include the following:

1. A description of the business. The description should include, but is not limited to, the name of the business, the type of business, the market niche, and selling points on why it would be successful. The description is one that could be used as an introduction to your business plan. This assignment is a Word document 1 – 2 pages in length, 12 point Times New Roman font with 1 inch margins all around.
2. An advertisement flyer for the business. The student should demonstrate the ability to use color and graphics including pictures within a Publisher document. Feel free to use your creativity!
3. A Power Point Presentation to introduce your business to investors. The presentation should include a title slide, a slide for references, and 4 – 6 additional slides of data. Your slide presentation should demonstrate that you have conducted online research to substantiate the validity of your ideas.
4. A budget for your business. The budget must be an Excel spread sheet that shows your proposed expenditures for the first year of operation. The budget should reflect your assets – the amount of money you have on hand and the amount you propose to borrow, and how you plan to spend the money. The spread sheet should include categories of spending such as rent, utilities, equipment, transportation, etc. Expenditures should be totaled by category by month and year. A separate worksheet within the document should graphically display the percent of yearly

expenditures by category using a chart of the student's choosing. This deliverable should demonstrate the ability to use column headings and formulas as well as visual aids.

5. A customer database for the business. The database is implemented using Microsoft Access; the database will be used to contact customers for sells and other advertisements.

We recommend that students complete each portion of the project as he or she learns the tool needed to do the work. For example, a student should complete the Excel assignment upon completion of the Excel lab assignments. Trying to complete the entire project at the end of the semester may result in a less than favorable grade because of the time and effort required to successfully complete each project component. Each project component must be posted by the last day of class instruction. Instructions on how to post assignments are provided by visiting the Frequently Asked Questions pages through the link on the course homepage.

Study Tips

Distance learning emphasizes self-motivation. The instructor functions as a facilitator with the student as the driving force in mastering course content. Students are encouraged to not put off completing their readings and assignments. While there are many different learning styles, the following strategy should serve the needs of most students.

- Look over assigned readings.
- Read the assigned text readings making notes before viewing the assigned lecture.
- Define terms in the assignment. The quizzes will include basic terminology. Students should develop their vocabulary as they proceed through assignments.
- Complete all written assignments.
- Read the lab assignment making notes and do the practice exercises.
- Complete all lab assignments.
- Each week students should review notes and vocabulary.

Questions should arise in the teaching-learning process. By asking questions, students not only acquire assistance, but they also maintain the interaction necessary in higher education. Use the inbox on the course homepage to submit questions. .

Grading

A course grade will be determined based on the number of points a student has earned over the semester as follows:

Lab Assignments (ten labs at 20 points each for a total of 200 Points)
Online Discussions (seven lessons at 30 points each for a total of 210 Points)
Project Portfolio (250 Points)
Quizzes / Tests (7 quizzes at 50 points each for a total of 350 Points)

By getting the autobiography posted on time, a student can earn 25 bonus points. These points can make a difference between an A or a B, or passing and not passing.

Grades are assigned in the traditional American style of an A, B, C, D, or F. In distance learning, we believe that mastery of the subject matter is achieved when a student can demonstrate that they have achieved 80% of the objectives for the course. This means that we want students to earn at least 800 points in this course. If they do not do so, then they have not developed the mastery we would like them to have.

We want this course to be competency-based, and so it is possible for the entire class to receive an A or B. There is no artificial curving of scores in the assignment of grades. (If you don't know what this means, don't worry about it.) Mastery of the material is what one's goal should be.

Grades are assigned by points as follows:

- A 900 – 1000 points
- B 800 – 899 points
- C 700 – 799 points
- D 600 – 699 points
- F Below 600 points

Academic irregularity

Students have the responsibility for conducting themselves in such a manner as to avoid any suspicion that they are improperly giving or receiving aid on any assignment or examination. An academic irregularity not only includes cheating but also includes plagiarism (taking another's ideas and/or words and presenting them as if they were the writer's own) and the submitting of the same paper in separate courses without prior consent from the faculty members concerned.

In cases of suspected academic irregularity, faculty members may refuse to grade such papers, completely or in part, or examinations, and to record each of them as a failure.

If an academic irregularity is sufficiently serious, the University may take one or more of, but not limited to, the following actions:

1. Drop the student from the course with a grade of F;
2. Place the student on academic probation; and/or
3. Dismiss the student from the University.

Course outline and assignments

Reading assignments are to be completed before the lecture.

Lesson 1	Overview of Computers	Reading Assignment
Opening Class		None
Topic 1	Computers in our Society	Chapter 1.1 – 1.3
Topic 2	Computer Basics	Chapter 1.4 – 1.5
Topic 3	Future Developments	Chapter 1.6
Lesson 2	The Internet & the World Wide Web	Reading Assignment
Topic 1	Internet Basics	Chapter 2.1 – 2.2
Topic 2	The World Wide Web (WWW)	Chapter 2.3
Topic 3	Communicating over the Net	Chapter 2.4
Topic 4	Internet Security Issues	Chapter 2.6
Lesson 3	Software	Reading Assignment
Topic 1	Systems Software	Chapter 3.1 – 3.3, 3.5
Topic 2	Applications Software	Chapter 3.6 – 3.9
Topic 3	User Interface	Chapter 3.4
Topic 4	Specialty Software	Chapter 3.10
Lesson 4	Hardware	Reading Assignment
Topic 1	The Central Processing Unit (CPU)	Chapter 4.2 – 4.3

Topic 2	Memory and Secondary Storage	Chapter 4.3 – 4.4
Topic 3	Input	Chapter 5.1 – 5.2
Topic 4	Output	Chapter 5.3
Topic 5	Input and Output (I/O) Issues	Chapter 5.4 – 5.5
<hr/>		
Lesson 5	Networks	Reading Assignments
Topic 1	Network Basics	Chapter 6.1 – 6.2
Topic 2	Wired Communications	Chapter 6.3
Topic 3	Wireless Communications	Chapter 6.4
Topic 4	The Future of Communications	Chapter 6.6
<hr/>		
Lesson 6	Databases	Reading Assignments
Topic 1	Basic Concepts	Chapter 8.1
Topic 2	Database Management Systems (DBMS)	Chapter 8.2
Topic 3	Database Models	Chapter 8.3
Topic 4	Using Databases	Chapter 8.5 – 8.6
<hr/>		
Lesson 7	Computer Security and Ethical Issues	Reading Assignments
Topic 1	Threats to Computer Systems	Chapter 9.1 – 9.2
Topic 2	Safeguarding Computers & Communications	Chapter 9.3, 6.5
Topic 3	Quality of Life Issues	Chapter 9.4
Topic 4	Ethics and Other Issues	Chapter 9.5, 8.8

This is not an exhaustive list of reading assignments. Other assignments will be added during the semester.

Lab Assignments

Lab assignments run parallel to other course work; all lab assignments must be completed by the last official day of instruction as set forth in the academic calendar. Lab assignments are completed within and assessed by the online application SimNet. Students are permitted access to the application upon purchase of the product: SimNet Online for Office 2007, McGraw-Hill (ISBN 13 9780077218645). Links to lab assignments can be found on the course's homepage.

Lesson 1	Microsoft Office Word
Lab 1	Formatting Documents
Lab 2	Importing Objects
Lab 3	Advanced Issues
Lesson 2	Microsoft Office Publisher
Lab 4	Using Publisher
Lesson 3	Microsoft Office Excel
Lab 5	Spread Sheet Basics
Lab 6	Formulas, Multiple Sheets, Graphics
Lab 7	Importing and Exporting Data
Lesson 4	Microsoft Office PowerPoint
Lab 8	PowerPoint Basics
Lab 9	Animation, Graphics, Slide Shows
Lesson 5	Microsoft Office Access
Lab 10	Access Basics