

Fayetteville Technical Community College

SYLLABUS CIS 110 Introduction to Computers Spring 2009

Faculty Information:

**See Instructor Name, Office Location, Office Hours
Phone & Email under Faculty Info Button**

Class Times and Locations: Online

Course 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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics. It is under the curriculum of Computer Information Technology (A25260)

Prerequisites: None

Co-requisites: None

Required Textbooks:

The textbooks and materials bundled together are available in the FTCC bookstore with the ISBN of 1428398287

<u>ISBN</u>	<u>Description</u>
*1435428706	Introduction to Computers printed materials and access code
*1423997026	Microsoft Office 2007 software 180-day subscription
*142399793x	SAM 2007 Projects

*Absolutely required to take the class

Other required materials/software: Windows XP

Program/Course Learning Objectives:

By the end of the semester, the student must be able to demonstrate, with at least 70% accuracy, the understanding of topics below through tests and discussions

Basic Computer Terms
 The Internet and World Wide Web
 The Components in the System Unit
 Input
 Output
 Storage
 Communication Networks
 Database Management
 Computers and Society, Security, Privacy and Ethics
 Enterprise Computing.

The student must be able to demonstrate the use of email and the Blackboard platform. The student must also be able to demonstrate, with at least 70% accuracy, the basic fundamentals of Microsoft Office Word 2007, Excel 2007, Access 2007, PowerPoint 2007 and Windows XP through the use of practical lab examples.

FTCC Grading Scale:

FTCC grades are based on a 4.0 grading system. Each grade is assigned a “grade-point equivalent” in quality points for each term credit hour scheduled. The scholastic point average is determined by dividing the total of quality points earned by the number of term hours scheduled.

<u>Numerical Grade</u>	<u>Letter Grade Equivalent</u>	<u>Grade Point Equivalent</u>
93 – 100	A – Excellent	4 grade points for each hour
85 – 92	B – Good	3 grade points for each hour
77 – 84	C – Average	2 grade points for each hour
70 – 76	D – Below Average	1 grade point for each hour
0 – 69	F – Failure	0 grade point

Courses numbered below 100 are developmental courses. The following grades are assigned for developmental courses: A, B, C, or U. Students who receive a grade of “U” (Unsatisfactory Progress) will be required to retake the course.

Developmental course grades are not counted as credit towards graduation nor are they calculated into the student’s cumulative Grade Point Average.

<u>Numerical Grade</u>	<u>Letter Grade Equivalent</u>
93 – 100	A – Excellent
85 – 92	B – Good
77 – 84	C – Average
0 – 76	U – Unsatisfactory Progress

The complete grading scale description may be found in the Academic Life section of the College Catalog or on the FTCC website at:

<http://www.faytechcc.edu/ftcccatalog/pdfs/academiclife.pdf>

Course Requirements/Methods of Evaluation:

Theory Test on Text <i>Discovering Computers 2008</i>	40%
Lab Projects (20%) and SAM Assignments (20%)	40%
Discussion Boards & Class Participation	10%
Comprehensive Final (Part 1 Project 3%) & (Part 2 Exam 7%)	10%

Instructor reserves the right to modify the syllabus, assignments and due dates at any time.

Student Attendance Policy:

Each student is expected to attend class regularly - - at least 80 percent of all scheduled contact hours. In an online class, not submitting an assignment by its due date or not logging in to the Blackboard site is considered an absence. If absences exceed 20 percent, the faculty member may drop the student from the course at any point during the term. More information on attendance may be found at

<http://www.faytechcc.edu/ftcccatalog/pdfs/academiclife.pdf>

Student Code of Conduct:

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. Students should review the Student Code of Conduct in the "Student Rights" section of the FTCC Catalog at the Fayetteville Technical Community College website:

<http://www.faytechcc.edu/ftcccatalog/pdfs/studentrights.pdf>

Academic Integrity

Students should review the Student Code of Conduct in the "Student rights" section of the FTCC catalog at the Fayetteville Technical Community College website:

<http://www.faytechcc.edu/ftcccatalog/pdfs/studentrights.pdf>.

Americans With Disabilities Act:

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Special Populations, located in Room 143 of the Student Center, as soon as possible to better ensure that such accommodations are implemented in a timely fashion. You may also contact Dorothy Ray, Special Populations Coordinator, at (910) 678-8479 or through email at rayd@faytechcc.edu

More information may be found in the college catalog:

<http://www.faytechcc.edu/ftcccatalog/pdfs/studentlife.pdf>

Nondiscrimination Statement:

Fayetteville Technical Community College does not practice nor condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics. View the full Nondiscrimination Statement at

<http://www.faytechcc.edu/StudentHandbook/handbook/crime.pdf>

Division/Department/Program Chair Information:

Name: Roseann Thomas

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Email address: thomasr@faytechcc.edu

Safety and Security

The college is very concerned about protecting its students, employees, and visitors at all campus locations. Students can help the college protect everyone by reporting immediately any threats received or heard to their instructors, security, or any college staff member. The college always takes steps to protect students who have reason to believe that they are in any type of danger. Also, students should remember to keep their belongings in secure places and to report any suspicious activities to college officials. "Together we can help our campus to be a safer place."

Security – Main Campus: 678-8433

Cell (After 5 PM and weekends): 624-5959

Beeper (After 5 PM and weekends): 825-6924

Or use the emergency call boxes located around campus