



COURSE SYLLABUS

COURSE: CIS 110 INTRODUCTION TO COMPUTERS

HOURS: Lecture: 2 Lab: 2 Shop/Clinical: 0 Credits: 3

COURSE DESCRIPTION:

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware and 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 sciences/mathematics (Quantitative Option).*

PREREQUISITE(S): ENG 085 and MAT 060 or DMA 010, DMA 020, and DMA 030

COREQUISITE(S): None

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

See instructor before purchasing text/bundle

Bundle: (Required)

Vermatt, Misty E. *Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach with SAM access code*, 1st edition. Stamford, CT. Cengage 2014. Print.

ISBN 978-1285-72704-2; Text: 285-16953-8; Printed Access Code SAM 2013 Assessment Training and Projects: 978-1285-42749-2

Bundle: (Optional)

Course Note and Office 2013 180 Day Trial. Stamford, CT. Cengage. ISBN 978-1285730769

OTHER SUPPLIES:

1 flashdrive (capacity, 1 GB)

Microsoft® Office 2013 (software)

Other supplies to be announced per instructor

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Describe basic computer concepts, operations of component parts, functions of operating system and use correct terminology.
2. Describe the purpose and function of operating system and demonstrate use of file manager.
3. Demonstrate skills using Microsoft Word processing software by setting up, composing, and saving various word processing documents.
4. Demonstrate skills using Microsoft Excel spreadsheet software, by setting up and using a spreadsheet; and describe the difference between spreadsheet and data base management system.
5. Demonstrate skill using Microsoft PowerPoint presentation software by developing a presentation using PowerPoint.
6. Demonstrate skills using Microsoft Access data base management software by setting up and implementing a database for a specified purpose; and describe the difference between DBMS and spreadsheet software.
7. Demonstrate email (composition, attachments, creating folders) as well as personal management functions such as calendar, appointments, tasks, contacts.
8. Discuss the concept and general operation of the internet and World Wide Web, and demonstrate skills using Microsoft Windows Explorer web browser to visit various Internet websites.
9. Collaborate with colleagues and others using information technology such as online discussion groups.
10. Discuss contemporary social and legal issues related to information technology.
11. Identify relevant emerging information technologies and describe their expected impact.

SYLLABUS INFORMATION:

The Student Learning Outcomes listed in this syllabus are those required actions that a student who successfully completes the course must be able to perform. The educational experience, however, is a two-way, interactive process involving both the student and the instructor. The student must play an active role in the learning process in order to be successful. Instructors will provide an Instructor's Syllabus at the first class meeting explaining how they measure each of the Student Learning Outcomes. A student who is unable to accomplish the outcomes will not receive a passing grade in the course.

The information in this BCC Syllabus may not be accurate beyond the current semester. Textbooks and other course materials are subject to change. Students should verify the textbooks at the first class meeting with their instructor prior to purchasing.

GRADING SYSTEM:

Brunswick Community College employs a system of letter grades and corresponding quality points per grade to evaluate a student's performance in meeting the stated goals and objectives for each course. The grading system is published in the BCC Catalog and BCC Student Handbook.

ATTENDANCE POLICY:

Each student has individual responsibility for attending class regularly and for meeting course objectives. A student is expected to attend all class meetings in a course. Rules on tardiness and leaving class early are addressed in each instructor's syllabus. Instructors are required to record absences and report excessive absenteeism to the Registrar.

If a student is absent for any reason in excess of 20 percent of the class hours, he or she is in violation of the Brunswick Community College attendance policy. Unless the student officially withdraws from the course prior to the 65 percent point of the 16 week semester (or equivalent days for courses of other duration), he or she may receive a grade of "F."

Students who receive an "EXCESSIVE ABSENTEEISM NOTICE" are advised to contact their instructors immediately to review the conditions for withdrawing from the course or for continuing the course.

STUDENTS WITH DISABILITIES:

Brunswick Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which require that no qualified student with a disability be excluded from participation in or be denied the benefits of any services, programs or activities on the basis of his or her disability. If a student has a disability that is covered by the Americans with Disabilities Act and requires accommodations in the classroom and/or in extracurricular activities, the student must request the accommodations in writing and submit the request to the Disability Services Coordinator. Instructors will not provide accommodations without notification from the Disability Services Coordinator. Brunswick Community College will make every effort to provide reasonable accommodations.