

Course Information

Course title:	Introduction to Microcomputers
Course number:	CIS 109
Course description:	This course is designed for the person with no computer experience, who desires to learn about microcomputers. This introductory course will consist of the study of microcomputer hardware, software, operating systems and communications, and their role in decision making. In addition, laboratory experience will be gained with a survey of the Windows environment and business microcomputer software applications in word processing, electronic spreadsheets and database management.
Course dates:	January 12, 2010 to May 13, 2010
Prerequisite(s):	None

Required Textbooks and Materials

Text 1: Discovering Computers 2009, A Gateway to Information; Shelly and Vermaat, Course Technology 2008, ISBN:978-1-4239-1198-2

Text 2: Microsoft Office 2007, Introductory Concepts and Techniques; Shelly, Cashman, Vermaat, Course Technology 2008, ISBN 978-1-4188-4327-4

Required Software: You need access to a computer loaded with Microsoft Office 2007 that includes Word, Access, PowerPoint and Excel. Computer labs at Sauk Valley community college, and the 2F5 classroom, are equipped with all necessary software.

Required Storage Media: USB Flash drive (64MB or higher). (Any flash drive with GB of storage is more than sufficient).

Course Requirements

You will have the most success in this class if you attend all classes, read assigned chapters before they are presented, and completed all directed homework.

Course Outcomes

Upon completion of this course, students will be able to:	<ul style="list-style-type: none">• Discuss the concepts relating to microcomputers and information processing• Operate a microcomputer with basic skills in word processing, spreadsheet, database and presentation graphics packages• Debate issues involving the computer's impact on society• Discuss how computers are being applied in business, government and education• Define computer and information literacy• Explain the four operations of the information processing cycle: input, output, processing and storage• Identify the major components of a computer• Identify the categories of computers• Explain how speed, reliability, and storage make computers powerful tools• Explain the differences between system software and application software
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Assessment of Outcomes

Outcomes will be assessed through the use of objective quizzes, tests, lab projects, writing projects, presentations, and case studies.

Policies

ASSIGNMENTS: Assignments are due **on or before the due date** indicated on the course calendar. **Late work is not accepted.**

Note: Work is due whether the student attends class that day or not. I make no distinction between unexcused and excused absences.

ATTENDANCE: Regular and prompt attendance will be counted towards the final grade. When a student is absent for reasons of illness or emergency, s/he is responsible for course work missed. **Unless a test or presentation activity is scheduled, it is NOT necessary to notify me if you will miss class.** A course calendar is available so students may see what information is covered in class each day. Please make arrangements to obtain class notes from a classmate.

COLLABORATION: It is expected that work you submit is your own. Submitting the work of others, or getting substantial assistance on assignments or tests, is considered cheating. Students may be subject to a grade of ZERO on the suspect project, a grade of "F" for the course, referral to the college discipline committee, or other sanctions as outlined in the Student Code of Conduct (link supplied). <http://www.svcc.edu/InfoMenu/about/policies/conduct.html> Please familiarize yourself with these policies.

QUIZZES AND TESTS: There will be **no make-ups on tests or quizzes unless the student contacts the instructor prior to the start of class on the date of the test.** "Contact" means a phone call, voice mail, email or written note. Previously arranged makeup tests will contain the same material, but may be in a different format. Unless highly unusual circumstances exist, makeup tests must be completed within one week of the original test date or students will forfeit the grade.

WRITTEN ASSIGNMENTS / READING: Written assignments may not be required for every chapter. However, **the student is responsible for, and may be tested on, the information found in either text, posted on Blackboard, or discussed during class lecture or demonstration.**

Accessing Blackboard

Important course materials are stored in Blackboard. You are expected to take the initiative to learn how to use the Blackboard course environment, and materials will be provided for you to do so. If you plan to access Blackboard from home, you are expected to ensure that your computer has proper settings to use Blackboard. Note: Internet Explorer version 8 is not currently supported. Refer to the notes on the log-in screen how to access Blackboard if your current browser is Internet Explorer version 8, or contact the SVCC IT department as indicated below for assistance.

To access Blackboard, open the Sauk home page at www.svcc.edu, click the Online Services dropdown arrow and select Blackboard.

Choose to **LOG ON.**

- Your User Name is your firstname.middleinitial.lastname, all lowercase, no spaces. **Note the periods between each element in your User Name.** A sample user name would be **jason.d.student**
- Your PASSWORD is made up of the letters "sv" (without the quotes), and the last four digits of your STUDENT ID number, assigned to you by Sauk. You can find your Student ID on your schedule, on a bill, or other documentation received from Sauk. A **sample password** would be **sv1234.**

Once logged in, click on the course name **Computer Information Systems – CIS 109 OnCampus Wittman** to access course information.

When you log in, you may see symbols indicating you have new mail, or new announcements. You are responsible for this correspondence. **Check for new mail and announcements each time you log in.**



How Do I Get Help with Blackboard?

If are off campus and you need help with **Blackboard**, you may:

- Call the IT department Sauk Valley Community College. 815-835-6229
- Send an email to support@svcc.edu

Please note that if you are off campus, your instructor is **not able** to help you with the technical aspects of Blackboard.

Instructor Contact Information, Office Hours, Policies, Grading Scale

Instructor Information

Name: Val Wittman
Email: **Blackboard e-mail preferred.** (Secondary email: val.wittman@svcc.edu)
Office location: 2E15
Phone: 815-835-6388 or 815-288-5511 x388
Online: Contact me during online office hours by using the Who's Online feature within Blackboard.

Office Hours

Location	Day	Start	End
2E15	Tuesday	9:00 AM	9:30 AM
2E15	Tuesday	11:10 AM	12:30 PM
Online	Wednesday	1:30 PM	2:50 PM
2E15	Thursday	9:00 AM	9:30 AM
2E15	Thursday	11:10 AM	12:30 PM

Policies

WITHDRAWING FROM CLASS: If you choose to withdraw from class, you must contact the instructor and complete the necessary paperwork provided by Admissions and Records. Failing to attend class, or failure to log in on a regular basis DOES NOT constitute student-initiated withdrawal, and a grade of "F" may be awarded. **Exception:** Failure to log in for two consecutive weeks, or failure to attend class for two consecutive weeks PRIOR TO MID-TERM will result in instructor-initiated withdrawal. After mid-term, all withdrawals must be student-initiated and are subject to the approval of the instructor.

METHOD OF EVALUATION: Sauk Valley Community College is an institution dedicated to continuous instructional improvement. As part of our assessment efforts, it is necessary for us to collect and analyze course-level data. Data drawn from students' work for the purposes of institutional assessment will be collected and posted in aggregate, and will not identify individual students. Your continued support in our on-going effort to provide quality instructional services at SVCC is appreciated.

PRIVACY: The College policy on student records complies with the "Family Educational Rights and Privacy Act". This Act is designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for correction of incorrect or misleading data through formal and informal hearings. A copy of the Act or questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Student Services, Ext. 271.

DISABILITY: If you have a disability or suspect that you have one and want to request a classroom accommodation, it is your responsibility to inform your instructor. Reasonable accommodations will be made after verification from the Student Needs Coordinator's Office located in Room 1G24, or by calling extension 246.

GRADE OF INCOMPLETE: If a student is unable to complete the final exam requirements in the assigned time frame, it is his/her responsibility to inform the instructor prior to the scheduled examination time. When a student is unable to appear for a final exam and has properly informed his/her instructor, the student may be assigned an "I" as a grade in that course. An incomplete grade will be changed by the Office of Admissions and Records to an "F" after one semester if the required course work has not been completed.

Grading Scale

Percentage	Grade
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
<60	F