

SYLLABUS

Course Title

Introduction to Computers

Catalog Number

CIS100

Semester

Spring

Year

2009

Course Campus Location

CDC

Room Number

See attached schedule

Meeting Day(s)

M, T, W, Th, F

Meeting Times

See attached schedule for office hours as well

Instructor's Name

David Childress

Instructor's Campus Location

College Drive Campus – Goodpaster Building

Instructor's Office Number

G308E

Instructor's Telephone Number

(606) 326-2004

Instructor's Email

David.childress@kctcs.edu

Instructor's Webpage Address

<http://webs.ashlandctc.org/dchildress/>

Course Descriptions and Policies

Course Description

The impact of computers on society, and ethical issues are presented. Students use microcomputer and application software, including word processing, database, spreadsheets, and the Internet, to prepare elementary documents and reports. Lecture: 3 hours.

Course Requisites

None

Course Text(s)

Computing Essentials 2008 by O'Leary. (Lecture)

Lab material will be given through handouts and other content.

Course Materials

(1) USB Flash Drive (Also called - thumb drive, key drive, etc.) – 512Mb or larger is recommended. NOTE: It is preferred you use the network (H:) drive. (Instructor will explain)

Grading Criteria

Attendance	10%		Grading Scale		
Lab Assignments	10%		Above 90%	=	A
Lab Tests	30%		80 - 89%	=	B
Lecture Tests			70 - 79%	=	C
Test 1 (Ch 1-4)	30%		60 - 69%	=	D
Test 2 (Ch 1-8)	total		Below 60%	=	E
Test 3 (Ch 1-10, 12 & 15)					
Final Exam (Comprehensive)	20%				
Total	100%				

Late assignments will be graded 10% off per calendar day. Homework may be emailed as an attachment. **IMPORTANT: Homework MUST be done using MSOFFICE – NOT MSWorks.**

Students are expected to be on time! It is distracting to others when you come in late and you may miss something important! <- Repeated unpunctuality will result in a lower grade – based on attendance.

Student participation on subject matter IS encouraged!

If you are having difficulty with course, PLEASE see instructor during office hours

Withdrawal Policy

From the end of the drop/add period through midterm of the session, a student may withdraw from a course and receive a "W". From the first day after midterm until the last day of course work of the session, a student may, at the instructor's discretion, withdraw from a course and the instructor will assign a grade of "W" at withdrawal. The student must initiate the official withdrawal. No grade will be reported for a student who fails to pay registration fees in accordance with established policy or who withdraws by the last day to drop without a grade.

"W" – *Withdrawal* represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a "W" grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a "W" grade which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining the assignment of a "W" grade during the discretionary period. An instructor shall not assign a student a "W" grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of "W" may be assigned by the Community College Appeals Board in cases involving a violation of student academic rights. It may not be assigned to a student found guilty of an academic offense without permission of the instructor in whose class the offense occurred. A president of a college (or designee) may, if the student concurs, assign the grade of "W" to a student who has been reported to the president for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

If you feel the need, you can withdrawal up until the last legal day of the semester. However, it is your responsibility to do so before the last day allowed and to find me or a division chair to sign your withdrawal form.

Incomplete Grade Policy

"I" – *Incomplete* represents part of the coursework remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall not give an "I" grade when the reason for incompleteness is unsatisfactory. The instructor and student will contract requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in a change of grade from "I" to "E".


Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the grade "I" is reported, shall include: (1) the name and number of the student; (2) the course number and hours of credit; (3) semester or session and year of enrollment; (4) signature of the instructor; (5) a brief statement of the reason(s) for recording the incomplete grade; and, (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division chairperson or the designee shall forward to the president (or designee) the appropriate letter grade to replace the incomplete grade.

I rarely give an "I" You must have an extreme situation and see me personally, well before the end of the semester.

Make-up and Late Work Policies

Late assignments will be graded 10% off per calendar day (Including Weekends)
Homework may be emailed as an attachment. **IMPORTANT: Homework MUST be done using MSOFFICE – NOT MSWorks.** Missed Tests may be excused for medical or specific personal reasons cleared with Instructor in advance. It is difficult to re-schedule lab tests due to finding an open computer lab. Currently, unless provisions are made in advance, a date/time near the end of the semester will be chosen at the Instructors' convenience, as a "Make-Up" day. A Maximum of two tests may be made up.

Classroom/Lab Policies – Please read

Students are expected to be on time! It is distracting to others when you come in late and you will miss something important. <- Repeated unpunctuality will result in a lower grade – based on attendance. (See grading policy.) Please turn off cell phones and/or other electronic devices before entering classroom/lab. Continual disturbance or missing of the class will result in failure. No Food or Drink in lab please. Showing up and trying is important (vital) for success in any class! 

Academic Honesty Statement & Policy

2.1 Academic Honesty Policy:

The KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students (section 2.2) and student offenses (section 2.3).

Students may refer to Section II of the Kentucky Community and Technical College Code of Student Conduct for information on Academic Rights, Academic Offenses and the student's right to appeal. <http://www.kctcs.edu/student/code.htm>

Cheating/Plagiarizing on assignments and/or tests will result in failure for the assignment and/or the course. Both parties involved are responsible.

Please do not attempt.

Learning Outcomes

Upon successful completion of this course the student can:

Course Specific Outcome(s):

1. Understand the role computers play in modern society.
2. Understand how hardware and software interact.
3. Identify the basic hardware units of a personal computer.
4. Understand what software is and what it can do.
5. Use word processing software to create, format, save, print and retrieve a document.
6. Use spreadsheet software to create, save, and modify a spreadsheet containing formulas.
7. Use database package to create, organize, modify, save and print a database file.
8. Use presentation package to create and format simple presentations.
9. Use email and the internet form communications and research.
10. Manipulate and control the Windows desktop, files and disks.
11. Explain safe, legal and responsible computer use.

Disabilities Statement:

Ashland Community and Technical College is committed to ensuring that all students with disabilities have an equal opportunity in the pursuit of their educational objectives. If you have any type of disability and need accommodations, contact the Disabled Student Services Coordinator at 606-326-2051 or in Room 220B. You **MUST** also inform your instructor(s) of your special needs at the beginning of the semester.

The Instructor reserves the right to make adjustments to the syllabus during the semester.

BlackBoard Web-Enhanced Information

NOTE: If you are taking this class as Blackboard Web-enhanced, you can access BlackBoard at: <http://www.elearning.kctcs.edu>

The Instructor will give detailed instructions on how to access the class and supplements in class.

CIS100 - Introduction to Computers



How to access Blackboard and KCTCS email

David Childress

❖ Ashland Community and Technical College homepage address

<http://www.ashland.kctcs.edu>

Use this link to check your email, get grades, get school closing info, class schedules, final schedules, student events, etc. **Please check your school email often! Most instructors and school/student announcements use this account to send and receive student email!** Unfortunately, some accounts like hotmail, for example, may get accidentally filtered out, and your instructor may not receive your message and/or homework.

❖ KCTCS Webmail (direct address)

<https://webmail.kctcs.edu/exchange/>

This link takes you directly to your Ashland Community and Technical College/KCTC email account. **Again, please check your school email often! Most instructors and school/student announcements use this account to send and receive student email!** Unfortunately, some accounts like hotmail, for example, may get accidentally filtered out, and your instructor may not receive your message and/or homework.

❖ Blackboard

<http://www.elearning.kctcs.edu>

This link takes you to Blackboard. Please use your Ashland Community and Technical College/KCTCS user ID and password to access the website. CIS100 is a web assisted course. This means that assignments, announcements, course syllabus, handouts, etc. are readily accessible by going online. You should get in the habit of checking Blackboard often!

OFFICE HOURS For **Spring Semester 2009**

Name: David Childress
 Title/Field: IT Program Coordinator,
 Associate Professor
 Division/Program: BTED Office: CDC G308E
 Office Phone: (606) 326-2004

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
8:30 AM					
9:00 AM	CIS130-11 9:30-10:45 CDC 308	CIS100-13 9:30-10:45 CDC 308	CIS130-11 9:30-10:45 CDC 308	CIS100-13 9:30-10:45 CDC 308	CIS100-15 9:00-11:45 CDC 308
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM	Office CDC G308E 10:45-12:45	Office CDC G308E 10:45-12:45	Office CDC G308E 10:45-12:45	Office CDC G308E 10:45-12:45	
11:30 AM					
12:00 PM	Office	Office	Office	Office	
12:30 PM					
1:00 PM	CIS100-P 1:00-2:15 CDC 308	CIS100-14 1:00-2:15 CDC 308	CIS100-P 1:00-2:15 CDC 308	CIS100-14 1:00-2:15 CDC 308	
1:30 PM					
2:00 PM					
2:30 PM					
3:00 PM	Office CDC G308E 2:30-5:30				
3:30 PM					
4:00 PM	Office				
4:30 PM					
5:00 PM	Office				
5:30 PM					
6:00 PM					
6:30 PM					
7:00 PM					
7:30 PM					
8:00 PM					
8:30 PM					

NOTES:

A PANDEMIC OF INFLUENZA CAN BE DEADLY

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics around the world. Each year in the U. S., an average of 200,000 people are hospitalized and 36,000 die from influenza infection or secondary complications.

According to the World Health Organization, an influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity.

***While no influenza pandemic exists at present,
it's important to be prepared.***

This flyer lists measures that you can take to protect yourself and your family from annual flu and in the event of an influenza pandemic.

PROTECT YOURSELF AND THOSE AROUND YOU

- Get annual influenza injections for yourself and your family members.
- Cover nose and mouth with tissue when sneezing, coughing, or blowing your nose.
- Frequently wash hands with soap and water or hand sanitizer.
- Avoid crowds at school or at work.
- Stay home if you are sneezing, and have cough and fever.
- See a health care provider if you are sneezing and have cough and fever. Follow his or her instructions.
- Get plenty of bed rest.

PREPARE

Have on hand the following:

- Fresh water
- Canned and/or dried food
- Can opener
- Baby food and formula
- Diapers
- Medications

- First aid equipment
- Warm blankets
- Cell phone with batteries
- Battery-powered radio with extra batteries
- Personal comfort items
- Children's entertainment items
- Face and nose protection
- Large trash bags with ties
- Pet supplies

PLAN

- Have a family emergency plan for work and school.
- Have record of medical histories.
- Have on hand social security numbers.
- Have contact information for children and family members.
- Check on your neighbors and the elderly.

- Locate the ACTC web-site for information and closing updates.
- Listen to television, radio for closing updates.

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