

Syllabus – Introduction to Computer-Based Systems (CIS 1013)

Trudy Stringfellow, Instructor e-mail address: stringfello@uamont.edu

Phone number: 870-222-5360, ext. 5214

Spring Semester: January 12 – May 10, 2011

Class meets: Tuesday -Thursday – 11:10 AM – 12:30 PM

Office hours: Monday – 12:00 – 2:00 PM; Tuesday – 10:00 – 11:00 AM; 2:00 – 4:00 PM;
Wednesday – 12:00 – 3:00 PM; Thursday – 10:00 – 11:00 AM; 2:00 – 3:00 PM

MATERIALS NEEDED: Introduction to Computer-Based Systems. Parsons, Oja, Duffy, and Clemens. ISBN: 13: 978-1-111-40290-7
Approximately ten (10) scantron sheets

Introduction to Computer-Based Systems is designed to introduce the more inter-workings of a computer course. **Student Learner Outcomes for Introduction to Computer-Based Systems:**
The student who successfully completes this course will be able to demonstrate the following knowledge:

1. Basic computer terminology
2. Network management and the Internet basics
3. UAM e-mail and WeevilNet
4. Hardware and software available.
5. How to access the UAM Library via the computer

Students successfully completing the UAM CTM Administrative Office Technology program will be able to:

1. **Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology .**
2. **Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.**
3. **Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.**

ATTENDANCE POLICY FOR INTRODUCTION TO COMPUTER BASED SYSTEMS

Persistent attendance is expected in order to gain knowledge from this course. However, assignments are due on day of the test for the chapter/unit covered. Missing 10 or more classes may result in failure of the course.

INTRODUCTION TO COMPUTER-BASED SYSTEMS

Students enrolled in Introduction to Computer-Based Systems on the McGehee campus are encouraged to attend each class. The only excused absence consists of being called for jury duty or being officially summoned to appear in court.

INTRODUCTION TO COMPUTER-BASED SYSTEMS MAKE-UP WORK/TEST POLICY

Each student is given a syllabus for each course at the beginning of the semester. It is the student's responsibility to keep up with syllabus and the deadlines listed. If a student misses an assignment, depending on the size of the assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes.

If a student misses an assigned test, he/she will have one (1) week to make up the test. However, the highest grade that can be made will be an 89 (B). If the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" or "F" on the test.

GRADING POLICY

Grades will be determined by projects, labs/assignments, and a final exam. All grading will be on a total-point system. All work is to be done in the classroom and will count in the total points available. Grades will be distributed as follows: tests = 50%; labs/assignments=25%; final exam=25%.

The following grading scale will be used for assigning final grades:

A = 90 -100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 0 - 59

There will be approximately 1000 points possible.
The final exam will not be comprehensive.

INCOMPLETE POLICY

A student must be current with course work assignments and/or examinations and must have completed at least 75% of all required course work assignments and/or examinations to be considered for a grade of Incomplete (I).

GRADE REPORTS

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar's Office in Monticello or the Student Services offices in Crossett and McGehee.

CHEATING/PLAGIARISM

Cheating of any type or by any means will not be tolerated! Any student caught cheating should fully expect to be withdrawn from or fail the course. Any appeals to the decision must be filed within 10 days of the instructor's decision.

STUDENTS WITH DISABILITIES

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

DISRUPTIVE BEHAVIOR

The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others. See UAM Catalog pp. 44-45.

If you wish TO TALK, SLEEP, PLAY GAMES, PASS NOTES, LOOK AT PICTURES, WORK ON HOMEWORK, TALK ON THE CELL PHONE, BE ON THE INTERNET, or anything else not related to the class and/or lecture, *don't come to class*. **IF YOU LEAVE THE ROOM TO ANSWER YOUR PHONE AND ARE GONE FOR MORE THAN 5 MINUTES, YOU WILL BE COUNTED ABSENT FROM THE CLASS—NO MATTER WHAT TIME YOU RECEIVE AND/OR TAKE THE CALL.**

The following schedule is tentative, with changes made at the discretion of the instructor.

THURSDAY, JANUARY 13

Intro to course
UAM e-mail

TUESDAY, JANUARY 18

Continue with email

THURSDAY, JANUARY 20

Continue with UAM email and WeevilNet

TO BE GRADED: email assignment WeevilNet

TUESDAY, JANUARY 25

Test – email and WeevilNet

THURSDAY, JANUARY 27

Unit A – Computer and Internet Basics – pp. 1-19

TUESDAY, FEBRUARY 1

Test – Unit A

Complete Lab for Unit A – Operating a Personal Computer

Unit B – Computer Hardware – pp. 25-43

THURSDAY, FEBRUARY 3

Complete Unit B Lesson

TUESDAY, FEBRUARY 8

Test – Unit B

Unit C – Computer Software – pp. 51-71

THURSDAY, FEBRUARY 10

Complete Unit C

Complete Lab for Unit C – Working With Windows Explorer

TUESDAY, FEBRUARY 15

Test – Unit C

Windows 7 Unit A – Getting Started with Windows 7 – pp. Windows 1 – Windows 19

Windows 7 Unit B – Understanding File Management – pp. Windows 25 – Windows 43

THURSDAY, FEBRUARY 17

Work on Assignments for Windows 7 Unit B

TUESDAY, FEBRUARY 22

Test – Windows 7

Unit D – Digital Electronics and File Management – pp. 81 – 99

THURSDAY, FEBRUARY 24

Complete Unit D

Complete Lab for Unit D – Working With Windows Explorer

UAM Library Assignment given

TUESDAY, MARCH 1

Test – Unit D

THURSDAY, MARCH 3

Microsoft Office Word 2007 – Unit A – Getting Started with Microsoft Office 2007 – pp. Office 1
– Office 15
Microsoft Office Word 2007 – Unit A – Creating Documents with Word 2007 – pp. Word 1
– Word 17

TUESDAY, MARCH 8

UAM Library Assignment due
Microsoft Office Word 2007 – Unit B – Editing Documents – pp. Word 25 – Word 41

THURSDAY, MARCH 10

Microsoft Office Word 2007 – Unit C – Formatting Text and Paragraphs – pp. Word 49 – Word 67

TUESDAY, MARCH 15

Microsoft Office Word 2007 – Unit D – Formatting Documents – pp. Word 77 – Word 95
Complete Word assignments

THURSDAY, MARCH 17

Test - Word

WEEK OF MARCH 21 – 25 – SPRING BREAK – NO CLASS

TUESDAY, MARCH 29

Unit E – Networks and the Internet – pp. 113 - 135

THURSDAY, MARCH 31

Test – Unit E
Complete Lab for Unit E – Local Area Networks
Unit F – Data Security – pp. 145 – 161

TUESDAY, APRIL 5

Complete Unit F
Complete Lab for Unit F – Backing Up Your Computer

THURSDAY, APRIL 7

Test – Unit F
Unit G – The Web and E-Commerce – pp. 171 – 187

TUESDAY, APRIL 12

Complete Unit G
Complete Lab for Unit G – Working With Cookies

THURSDAY, APRIL 14

Test – Unit G

TUESDAY, APRIL 19

Unit H – Digital Media – pp. 197 – 219

THURSDAY, APRIL 21

Complete Unit H
Complete Lab for Unit H – Working With Bitmap Graphics

TUESDAY, APRIL 26

Test – Unit H

THURSDAY, APRIL 28

Unit I – The Computer Industry and Careers – pp. 229 – 245

TUESDAY, MAY 3

Complete Unit I
Complete Lab for Unit I – Online Job Hunting

THURSDAY, MAY 5 – 10:30 AM – 12:30 PM

FINAL EXAM – Test – Units H and I

*******STUDENTS WILL BE REQUIRED TO E-MAIL ME ONCE A WEEK FOR THE ENTIRE SEMESTER, INCLUDING SPRING BREAK WEEK, BUT NOT DURING FINALS WEEK. THIS IS A REQUIREMENT OF THE COURSE; HOWEVER, IF NO WEEK IS MISSED, A BONUS PERCENTAGE (TO BE DETERMINED BY ME) WILL BE ADDED AT THE END OF THE SEMESTER.**

UAM College of Technology – McGehee
Administrative Office Technology Program/CIS Syllabus Agreement – Spring 2011

January, 2011

I, _____ do enter into an agreement with the Instructor of the course listed below.
PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/stringfellow>) a copy of the syllabus for the course:
_____ Introduction to Computer-Based Systems _____.
- I have read and do understand the requirements of the course, specifically the grading and attendance policies and the disruptive behavior policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- I understand that a late penalty may be applied to any assignment turned in late and whether or not the late assignment is accepted is up to the Instructor.
- I understand that cheating, lying, plagiarism, abuse of the Internet or other illegal or unethical behavior may result in:
 - a grade of “0” on the assignment
 - a grade of “F” for the course
 - dismissal from the above listed course
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, and other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on _____, May _____, 2011 from _____ am/pm to _____ am/pm.

Student’s signature

Date