INTRODUCTION TO COMPUTERS – COMI 1100

COURSE INFORMATION and SYLLABUS

Text: Introduction to Computers COMI 1100

Book Bundle (TIA edition 7, Skill for Success Office 2007 and MyITLab)
ISBN 10: 055870039X
ISBN 13: 9780558700393

Instructor: Professor Karen Allen
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Course Description:
This computer literacy course provides a comprehensive introduction to the principles of computers and information processing. Students are introduced to the operation and terminology of computer systems as well as certain selected application software packages such as word processing, spreadsheets and presentation software.

Text/Materials:
Text: Introduction to Computers COMI 1100
Book Bundle (TIA edition 7, Skill for Success Office 2007 and MyITLab)
ISBN 10: 055870039X
ISBN 13: 9780558700393

Software: Microsoft Windows 7 or Vista; Microsoft Office 2007; Internet Explorer 7 or higher. Instructor will provide information on how to use these packages.
Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.
Student Online Companion:
http://wps.prenhall.com/bp_townsend_skills_1/

Teaching Methods:
1. Lectures: Important material from the text and outside sources will be covered in class. Contributions and discussion is encouraged as is student-procured outside material relevant to topics being covered. This can be done in the discussion boards.
2. Assignments: End of chapter activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
Grading:

Exams and Quizzes 50%. Projects 40%. Class Participation, 10%

> A: >= 93%  
> A-: >= 90%  
> B+: >= 87%  
> B: >= 83%  
> B-: >= 80%  
> C+: >= 77%  
> C: >= 70%  
> D+: >= 67%  
> D: >= 60%  
> F: < 60%

Course Policies:

Assignments: All assignments are due within one week of the work being assigned.
Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure. For more information refer to the "Academic Dishonesty" policy in the Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques within the discussion boards. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Internet Support: Check the class Web page in Blackboard for additional information, or to post a question about this course.

Posting of Grades: Final grades will be posted in MY CCRI.
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<th>Section</th>
<th>Lesson</th>
<th>Tech In Action Book</th>
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<td>Do lessons 1 &amp; 2</td>
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<td>Mobile Computing Closer Look at Hardware</td>
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<td>EXAM 3 CH 2,6,8,9 EXCEL</td>
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