

COMPUTER INFORMATION SYSTEMS 1110

Using Computers: An Introduction

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Prepares students for the use of the computer as a productivity tool. Fundamentals of how a computer works by understanding hardware and the distinctions between system software and application software. Hands-on projects will use microcomputer applications to teach concepts related to word processing, spreadsheets, databases, and presentation graphics. Topics include creation and maintenance of folders and files, networks, and information access using the Internet. (2 credit hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on [Click here for prices of required textbook\(s\) and supplies](#) and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

Microsoft Office System 2010

This course uses Office 2010. You will not be able to complete the course using an earlier version of this software. Your version of Office 2010 must include Microsoft Access. If it does not, you can come to campus to complete assignments that require MS Access 2010.

COURSE OBJECTIVES

Identify the essential components of a computer system
Differentiate between types of computer memory
Identify the functions of computer software
Differentiate between the major types of computer storage devices
Use personal productivity tools: word processor, spreadsheet, database, presentation software
Use a computer operating system
Create and maintain folders and files
Use search engines and subject directories on the Internet
Describe network components

EXAMS

In place of exams, this course contains short quizzes based on multimedia labs included on the two CDs that accompany *the Tech in Action* text. In addition, four short quizzes cover the concepts covered in each of the four applications included in the *MS Office 2010 Essential* text.

ASSIGNMENTS

Refer to the **Course Map** in the syllabus for a suggested schedule of assignments due each week. These assignments include the submittal of objective questions at the end of each chapter of the *Tech in Action* text. In addition, four of the assignments require that you submit files for Word, Excel, Access, and PowerPoint explained in the *MS Office 2010* text.

GRADING SCALE

Refer to the syllabus for specifics. Grade percentages are:

Grade	Percent
A	100-90
B	89-80
C	79-70
D	69-60
F	< 60

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

If you find that you are unable to complete the course by the end of the semester for some unavoidable reason, you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.