COMPUTER INFORMATION SYSTEMS 1110
Using Computers: An Introduction
2 Credit hours

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 lecture hours, 1 lab hour)

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 2013
This course uses Office System 2013. You will not be able to complete the course using an earlier version of this software. Your version of Office 2013 must include Microsoft Access. If it does not, you can come to campus to complete assignments that require MS Access 2013.

COURSE OBJECTIVES

1. Identify the essential components of a computer system
2. Differentiate between types of computer memory
3. Identify the functions of computer software
4. Differentiate between the major types of computer storage devices
5. Use personal productivity tools: word processor, spreadsheet, database, presentation software
6. Use a computer operating system
7. Create and maintain folders and files
8. Use search engines and subject directories on the Internet
9. Describe network components
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 and a quiz for each chapter of the Computing Essentials text. In addition, there are assignments that require that you submit files for Word, Excel, Access, and PowerPoint explained in the MS Office 2013 text.

GRADING SCALE
Refer to the syllabus for specifics. Grade percentages are:

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<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
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<td>B</td>
<td>89-80</td>
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<td>D</td>
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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.