

COMPUTER INFORMATION SYSTEMS 1150

Introduction to Computer Information Systems (MS Office 2007)

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

COURSE DESCRIPTION

An overview of the computing field and its typical applications. Covers key terminology and components of computer hardware, software and operating systems. Other topics include systems development methods, management information systems, programming languages, communications, networks, application software, the Internet and career opportunities. Microcomputer applications include word processing, spreadsheet, database, and presentation software. No prerequisites.
(3 credit hours)

COURSE MATERIALS

Please note that a bundled package of all 3 books will often be cheaper than buying just 2 books.



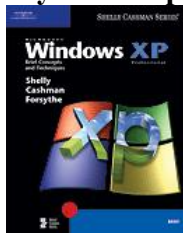
Discovering Computers 2008, Shelly, Cashman & Vermaat. (Boston, MA: Course Technology, Inc., 2008).
ISBN: 978-1-4239-1205-7



Microsoft Office 2007: Essential Concepts and Techniques. Shelly, Cashman & Vermaat. (Boston, MA: Course Technology, Inc., 2008).
ISBN: 978-1418-84374-8

OR *Discover Computers 2008 Bundle w/Office Essentials 2007*. ISBN: 0324811020

If your computer uses Windows XP, you will also need:



MS Windows XP: Brief Concepts and Techniques. Shelly, Cashman & Forsythe. (Boston, MA: Course Technology, Inc., 2002).
ISBN: 978-0-7895-6419-1

COURSE ACTIVITIES & EVALUATION

Unit	Learning Activity	Points	Total Unit Points
1	Discovering Computers 2008 Chapters 1-4 Assignments	50	250
	TEST 1	200	
2	Office 2007 Assignments (Windows, Word, Excel, Access, PowerPoint)	120	220
	TEST 2	100	

3	Discovering Computers 2008 Chapters 5-8 Assignments	50	250
	TEST 3	200	
4	Discovering Computers 2008 Chapters 9-11 Assignments	50	240
	TEST 4	200	
5	Discovering Computers 2008 Chapters 12-25 Assignments	40	240
	TEST 5	200	
Total Course Points			1200

GRADING SCALE

A = 1080-1200 points	D = 720-839 points
B = 960-1079 points	F = less than 720 points
C = 840-959 points	S, I, W = See following sections

SATISFACTORY/FAIL (S/F) GRADE OPTION

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

INCOMPLETE POLICY

Incomplete can be granted if all conditions specified in the syllabus are met. Contact the instructor or refer to the course syllabus for details.

TESTS AND EVALUATIONS

Units 1, 3, 4, and 5: each test consists of 50 multiple choice questions each worth 4 points for a total of 200 points.

Unit 2: The test consists of 50 multiple choice questions each worth 2 points for a total of 100 points.

In district students: When you are ready to take a test, go to the [Testing Lab](#) in IC100. If you wish to take the test at one of the Centers in [Bloomington](#), [Naperville](#), or [Westmont](#), please [submit the Request Form](#) so the Center knows you have permission. Open hours vary by location. The lab attendant will grade the multiple choice questions for you.

Out-of-district students: Please send an [e-mail to your instructor](#) requesting the [Test Proctoring Procedures](#) for Non-College of DuPage Testing Facilities.