

**NORTH GEORGIA COLLEGE & STATE UNIVERSITY**

***Department of Mathematics & Computer Science***

**Introduction to Computers and Information Systems**

CSCI 1100 (2 hr)

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AIM : GraceByMercy

Office Hours:

M W 10:10-11:05 and 12:10-1:10

T R 9:05-11:05

Other times available by appointment.

Available online using AIM *most* evenings regularly.

I'm also on FaceBook ([facebook.com/GraceByMercy](https://www.facebook.com/GraceByMercy)).

CATALOG COURSE DESCRIPTION

An introductory course in computers including an overview of computer hardware and application software. Course includes laboratory experiences with word-processing, presentation software, e-mail communications, and exploration of the Internet and WWW resources.

COURSE OBJECTIVES

By the end of the semester, *among other things*, students will be able to:

- Use e-mail communication
- Use GeorgiaVIEW Vista
- Use the WWW for research
- Identify & have a knowledge of computer hardware
- Create and maintain a web site hosted online
- Use Microsoft Word to create, format, save and print documents, and to create tables within documents
- Use Microsoft Excel to create, format, save and print workbooks, to sort data, to create charts and graphs, and to use formulas correctly
- Use Microsoft PowerPoint to create, modify, and give a presentation to the class

ATTENDANCE

NGCSU's attendance policy states that a student may be dropped from a course if the student's absences exceed 14% of the total class meetings. I will take daily attendance, but it is *your responsibility* to attend class. Tardiness is frowned upon. If you come to class late, it is *your responsibility* to sign the attendance sheet at the end of class. If you decide that the class is not for you, or if you need to drop, it is your responsibility to come to me with a withdrawal form. However, if you accumulate more than the allowed absences, your class status is jeopardized. If it is determined that you cannot make up all missed work, you will be dropped. If you think you can make up all work but do not carry through, you will receive whatever grade you earn (this usually is not good). Please feel free to discuss makeup options with me before you miss a class if possible, or as soon as possible after you return if the absence was not planned. The important thing to realize here is that YOU are responsible for your attendance.

TECHNOLOGY TABOO

This is a technology-related class, but it is still a class. Inappropriate disruptions are not conducive to learning and will not be tolerated. Therefore, there will be no instant messaging, emailing or web surfing while your attention should be elsewhere. These offenses will result in additional homework assignments. Pagers or cell phone interruptions (including cell phone text messaging) will result in having the offending device confiscated until the end of the class period. If you keep a pager or phone

with you, turn it off or into silent mode during class. Extreme emergency cases may be allowed, but these are rare and I should be made aware of them before class begins on any given day.

### ACADEMIC INTEGRITY EXPECTATIONS

*“On my honor, I will not lie, cheat, steal, plagiarize, evade the truth, or tolerate those who do.”*

This is NGCSU’s Academic Integrity Policy. You are adults fully capable of abiding by this simple principle. Anyone caught in violation of this policy will face appropriate measures, including being reported to the Academic Integrity Council. Because of the nature of this course and its emphasis on digital information, this is a sensitive issue. Digital information is as equally bound to the expectations of the academic integrity policy as printed material. For the purposes of this course, plagiarism, which is an illegal offense, includes copying digital files in an inappropriate context. This means you do not allow other students to copy your work from one digital media to another, nor do you copy theirs in a like manner. I will not tolerate academic integrity offenses. **I reserve the right to use any means necessary to detect cheating and/or plagiarism.**

### COURSE REQUIREMENTS

#### *TESTS (35% of total grade)*

There will be approximately four tests in this class. All will be online in WebCT/GeorgiaView Vista. Check the assignments schedule on the web for details. The second test will be the midterm and the last test will be the final exam given on the scheduled exam day. It is your responsibility to inform me if you need to reschedule a test before you miss it, except in emergency situations. I will not contact you to make up any test. You must come to me with your request. If you miss one and do not request a makeup, you will receive a zero. Tests may not be made up more than two weeks late, except in emergency situations.

#### *WEB PROJECT(S) (30% of total grade)*

Each student will complete a web site project. It will consist of creating and maintaining a web site for the duration of the semester. From time to time, we may also do other web activities that fit in this category.

#### *LAB PROJECTS (35% of total grade)*

Throughout the semester, there will be various assignments. Some of them will be for practice only and some will be graded randomly, so you will need to complete them all. No doubt there will be temptation not to do the practice exercises, but your success on the graded labs will depend heavily on your practice efforts. We will be using WebCT Vista to turn in work, and each assignment will have a cutoff date. **Work will not be accepted after the assigned cutoff date. I will not accept any assignments in printed form or through email attachment unless there are verifiable technical difficulties.**

### FINAL GRADE COMPOSITION

Tests	35 %
Web Project(s)	30 %
Lab Projects	35 %

Your grade will be calculated using the following formula:

**(Test Average x 0.35) + (Web Projects Average x 0.30) + (Lab Projects Average x 0.35)**

### EARLY ALERT / EARLY INTERVENTION PROGRAM REFERRALS

I am committed to your success in this course and at this university. Therefore, I may refer you to the Early Alert / Early Intervention program, which is a campus service available to help you achieve academic success. However, as an educator, my job is to be a facilitator of instruction, and ultimately, it is you who is responsible for your own learning. As a result, if I refer you to the program, you will be expected to comply with the referrals. Please understand that it will be in your best interest to take advantage of this service offered to you. Additionally, please understand that communication is a key to your success and if you begin to struggle in the course, coming to me at the first sign of trouble may eliminate the need to proceed further with a referral.

### DISABILITIES AND ACCOMODATIONS

North Georgia College and State University is committed to equal access to its programs, services and activities for people with disabilities. If you believe that you have a disability requiring an accommodation, reasonable prior notice needs to be given to the instructor and the Office of Student Disability Resources. In this case, contact Elizabeth McIntosh, Coordinator, Student Disability Resources at 122 Barnes Hall, 867-2782, [emcintosh@ngcsu.edu](mailto:emcintosh@ngcsu.edu).

### CLASS EVALUATIONS

Class evaluations at NGCSU are now conducted online through Banner. Evaluation of the class is considered a component of the course and students will not be permitted to access their course grade until the evaluation has been completed. The evaluations will be accessible beginning one week prior to Final Exam week. Specific instructions will be made available when the surveys are activated.

### REQUIRED MATERIALS

- ☞ USB flash memory storage device of **at least** 1 GB capacity  
(Found at most retail stores that sell electronics, including the campus bookstore and Wal-Mart. Prices range from \$9-\$100+, depending on the brand, capacity, and encryption level you choose. The higher the capacity, the higher the price...)  
**\*\*\*Use a Sharpie to put your name, initials, or make other identifying marks somehow on both the device and its cap.\*\*\***  
This device is to our class what pen and paper are to writing classes. You need it EVERY single day.
- ☞ Discovering Computers 2010: Living in a Digital World. Shelly, Cashman, Vermaat series. Brief Edition.  
ISBN: 0-324-78647-6
- ☞ GO! with Microsoft Office: Excel 2007, Volume I. Gaskin, Preston, Preston, & Ferrett.  
ISBN: 0-13-5129869  
**Make sure it is Volume I.**  
**Also, the Excel book for this class looks a lot like the Access book for the CSCI 1150 class, so be careful to get the correct one.**