

**Arkansas State University**  
**Mountain Home**  
**CIS 1203 Introduction to Computers (Internet Assisted)**  
3 credit hours

Class meeting time and location: MW – 8:00 am

Instructor: Dr. Steve Johnson, Assistant Professor  
Computer Information Systems

First National Hall F201 Phone number: (o) (870) 508-6149, (h) (870) 505-1442  
Office hours:

Monday	9:00-11:00 am
Tuesday	8-9 & 11-12
Wednesday	9:00-11:00
Thursday	9:00-11:00
Friday	9:00-11:00

Email address: [sjohnson@asumh.edu](mailto:sjohnson@asumh.edu) or [asumh.johnson@gmail.com](mailto:asumh.johnson@gmail.com)  
ASUMH Web site address [www.asumh.edu](http://www.asumh.edu)  
Blackboard on-line Web site address [www.asumh.edu](http://www.asumh.edu)

**ASUMH Mission**

The mission of ASUMH is to **LEAD** through educational opportunities.

Lifelong Learning,  
Enhanced Quality of Life,  
Academic Accessibility, and  
Diverse Experiences

**Textbook and Materials**

Discovering Computers 2009  
Shelly Cashman Series  
Course Technology, 2008  
ISBN: 1-4239-1197-0

One 256MB or larger USB Memory Stick (consult instructor before purchase if you don't already own this)

One or more CD-R diskettes – CD-RWs are not accepted.

**Special Requirements for This Course**

Students will use Blackboard (primarily) and campus email to receive instructions. Access to an Internet-connected computer is essential for this course, and students must use the campus student e-mail system to communicate with the instructor. The student must find and utilize a reliable computer for online at-home testing. Consult Blackboard for more information concerning this important requirement.

Students should also be aware that many instructional materials (videos) require higher bandwidth connections than dial-up can provide. The student must come to campus or visit a public library, etc. for these special high-bandwidth needs whenever necessary.

Without the structure of full class attendance, students must self-direct their learning process. Students must use or develop this driving force to be successful in this online course.

### **Course Description**

Introductory course in the basic use of computer application software. Includes basic functions of computer system components such as computer hardware, procedures, systems and required human resources. Emphasis is on computer literacy, historical development of computers, data processing methods, the processing cycle, operations considerations, storage and retrieval methods, systems security, and computer-based support systems.

### **Rationale**

This course is designed to enhance the student's ability to function in an ever-increasing technical world by understanding the use of personal computers for communication and research resulting in the development of technological and critical thinking skills.

### **Learning Outcomes**

After successful completion of this course, the student will:

- Demonstrate knowledge of the fundamentals of computers and computer terminology commonly used with computer hardware and software to accept input, process data, and store data.
- Demonstrate key file management skills.
- Demonstrate an understanding of the potential impact of computers on business and society.
- Use at a basic level word processing, spreadsheet, and database applications. May include presentation software and other basic applications.
- Use the Internet to find information for business, education and entertainment.
- Have an enhanced appreciation for computers and other information technology and its effect upon our lives.

### **Technology Statement**

This is a technology-based course in which the student will use computers to accomplish a variety of software and hardware tasks. A student successfully completing this course will have a solid understanding of computers, how to use them, and to be able to access information on the World Wide Web.

### **Delivery of Instructional Materials**

Students must have access to the Internet for successful completion of this course. Blackboard is used exclusively to deliver Web site addresses, test dates, assignment directions/due dates, etc. Internet access can be achieved through computers at home, ASUMH Library, Baxter County Library, or rental sites. Students must regularly check their Blackboard account for important information. See the Special Requirements section of this syllabus for related information.

## Writing Statement

The student will complete written presentations/assignments on topics related to the computer industry. These will require an appropriate writing style, correct spelling, and proper grammar.

## Academic Integrity

Dishonesty in any form, including but not limited to plagiarism, submitting assignments or work prepared by others, unauthorized possession of exams, or using unauthorized materials during exams, may result in the student being dropped from the class with a failing grade or being suspended from the University. For further information, refer to the *ASUMH Catalog and Student Handbook*.

## Students with Disabilities

It is the policy of ASUMH to accommodate students with disabilities. The director of student services is responsible for making arrangements to accommodate students according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Any student with a disability who needs accommodation, for example in seating placement or arrangements for examinations, should inform the instructor or the director of student services at the beginning of the course.

## Course Format

Students will use Blackboard and e-mail to receive instructions. This course is delivered through an online Web site that can be accessed at <http://asumh.com>. This course will consist of 14 weeks of instruction plus a week for final exams. This following outline is subject to change throughout the semester – notice of change will appear in Blackboard. Consult Blackboard for exact exam dates/times.

Week 1	Chapter 1	Introduction to Computers
Week 2	Chapter 2	The Internet and World Wide Web
Week 3	Chapter 3	Application Software
	<b>EXAM 1: C 1, 2 and 3 (At home)</b>	
Week 4	Chapter 4	The Components of the System Unit
Week 5	Chapter 4	The Components of the System Unit
Week 6	Chapter 5	Input Devices
Week 7	Chapter 6	Output Devices
	<b>EXAM 2: C 4, 5, and 6 (At home)</b>	
Week 8	Chapter 7	Storage
Week 9	Chapter 8	Operating Systems and Utility Programs
Week 10	Chapter 8	Operating Systems and Utility Programs
	<b>EXAM 3: C 7, 8 (At home)</b>	
Week 11	Chapter 9	Communication and Networks
Week 12	Chapter 9	Communication and Networks
Week 13	Chapter 11	Computer Security, Ethics, and Privacy
Week 14	Chapter 11	Computer Security, Ethics, and Privacy
	<b>EXAM 4: C9, 11 (At home)</b>	
Week 15	<b>FINAL EXAM 4: Comprehensive (Proctored)</b>	

## Exam Scheduling

All “At Home” chapter exams will be open for the student to take on weekends - Friday noon until the following Tuesday at noon. Check Blackboard for the exact time and date of each exam. The final comprehensive exam will be supervised on campus – students will be able to select from a variety of times to report during the final exam week. Students living at a significant distance from campus may petition the instructor to take the final exam(s) near their home – a local community college, public

library, etc. A deadline and instructions for making this request will be posted on Blackboard later in the semester.

### **Honor Pledge and Syllabus Acceptance**

Both the Honor Pledge and the Syllabus Acceptance must be accepted by the posted due date – follow Blackboard directions to complete this course requirement. Students who refuse to agree to these requirements cannot continue with the class.

### **Student Assessment**

Assessment of the student's knowledge/skills will be accomplished by using chapter tests, assignments, and the final comprehensive exam. The final exam must be completed under supervision of the proctor during the time allotted. Students will submit assignments electronically using Blackboard and other methods. – see Blackboard for a due date, procedure and submission deadline on each assignment. Most online at-home exams will have a time limit and exceeding that limit may result in a lower score.

**Exam Lockup** – online at-home exams may freeze or fail to allow the student to finish the test. The vast majority of these troubles come from using dial-up connections, clicking the back button and other preventable causes. It is the student's responsibility to find a computer that's stable and reliable for testing purposes and for avoiding techniques that cause lockups.

Consult Blackboard for a list of precautions and advice on this subject. Several sample tests will be posted allowing students the opportunity to test computers. These sample tests can be cleared to allow multiple attempts – send an e-mail for sample test resets.

If a freeze occurs for ANY reason, the student may take a make-up exam at the end of the semester following the make-up procedures listed under Make-Up Exams. Exams will not be reset.

### **Make-up Exams**

All make-up exams will be given during the semester final exam time period and must be taken on campus at one of the scheduled final exam times for online classes. A schedule of these times will be posted later in the semester on Blackboard. As with the final exam, students living at a significant distance may petition to have local proctored administration of the exam(s). Students may not miss exams without prior permission. A grade of zero (0) will be given to those who fail to comply with this requirement. Only under extreme circumstances may an exam be made up. A petition for any exception must be verbal (a call or visit) and prompt – no e-mails for this action. See the Late Assignment Submission area for more information. Every week that passes decreases the chance your excuse will be accepted.

### **Assignment Policies**

Due Dates – All assignments are due on Tuesday at noon following the week of posting. Most classes have weekly assignments and discussion questions to complete. Occasionally assignments will be given more time and a different due-date for completion based on holidays, complexity and other factors. Online discussion questions have the same requirement for completion. Due dates are found in Blackboard under Tools/My Grades – the dates will listed for posted assignments. Grades are usually posted within one week after the due date – an e-mail will announce the completion of grading for assignments/discussion questions. Assignment instructions will disappear from Blackboard on the due date/time.

Late Submission – During the semester students have babies, get sick and lose loved ones. I will gladly listen to any good reason like these and will help you get back on track. Please communicate early and often if something significant happens to you this semester. Every week that passes decreases the chance your late work/reason will be accepted.

Policy/Standard Amendments – The syllabus generally doesn't change throughout the semester; however, some unforeseen situations cause policies and procedures to need further explanation or alteration. Look for a Policy/Standard Amendment document under Course Documents for any changes throughout the semester. E-mails and Blackboard Announcements will precede any substantive changes.

### **Assignment/Discussion Board Standards for Deductions**

Incomplete Work – Obviously this depends upon how much of the task is completed – if about one-half of the work is submitted then the deduction is 50%.

Spelling/Grammatical Errors – Students must communicate well to compete for better employment opportunities. So I will deduct up to 20% of your assignment or discussion comment if you fail to use good grammar and spelling in your writing. Generally one misspelled word or one sentence fragment won't draw a deduction – that happens to me on occasion. :-) When occurring multiple times within a document, this can trigger a deduction.

Sloppy Work – What's pleasing to the eye for one is sometimes not for another – this deduction becomes more subjective and can be up to a 20% deduction. Students should carefully study examples provided in Blackboard for comparison.

Not Following Directions – This varies from assignment to assignment and can result in up to a 50% deduction or even more in some cases. Students should read assignment directions carefully and e-mail questions before beginning. i.e. Some assignments may call for a printed copy of work to be delivered and the student only e-mails a copy. Depending upon the purpose of the assignment, the deduction here can be significant.

Late Work - Late work is not eligible for grading without consent and will receive no credit. See the Late Submission guidelines above. Blackboard cuts off the portal for assignment submission precisely at the proper time. Being late by one second carries the same penalty as late by a minute or a week.

Deadline Extensions – Historically, deadline extensions have occurred when university communications equipment failed to allow students to submit on time. Students who wait until the last minute/hour run the risk of receiving no credit for an assignment or discussion. Only the extensive failure of campus-wide communications equipment will extend a deadline.

### **Grade weighting**

Exams – 35 percent

Final Comprehensive Exam – 35 percent

Assignments & Discussions 30 percent

Weighted grades offer a different method to arrive at a final percentage over simply counting/averaging points. Some chapter exams may have a varying number of questions (50, 55, 63); however, all exams will have the same weight. Blackboard does all the calculations to ensure an accurate score. Students are cautioned not to simply add points/questions and derive a final percentage for the course – the result will be inaccurate.

The final grade will be based on the following grading scale.

### **Grading Scale**

<b><u>Percent</u></b>	<b><u>Grade</u></b>
90 – 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 – below	F

### **Policies and Procedures for Attendance in Traditional Seated Classes**

Regular attendance is essential in a college-level course. Students should miss no more than three hours of classroom instruction per semester. Instructors monitor attendance in on-line classes based on participation in the class as evidenced by students turning in assignments, participating in discussion boards, or corresponding via e-mail. Excessive absences may be penalized, including failure of the course, at the discretion of the instructor. Make up work is at the discretion of the instructor. Failure to attend class does not constitute withdrawal, and the appropriate withdrawal process must be followed. See ASUMH catalog and student handbook for withdrawal procedure.

### **Tobacco Policy**

As of August 1, 2009, Arkansas State University-Mountain Home is a tobacco-free campus. All forms of tobacco, including cigarettes, smokeless tobacco, cigars, and pipes, are prohibited on campus. This includes in buildings, on university property, in parking lots, and in vehicles on parking lots/streets owned by the university. Thank you for your cooperation in making ASUMH tobacco free.

### **Change & Extension of the Syllabus**

The Syllabus is normally an agreement between the instructor and student and doesn't change significantly throughout the semester. However, to protect the good intentions of the university and instructor changes must be made from time to time. A good example came with the Ice Storm of 2009 where many modifications were made to accommodate the needs of students and instructors. Hopefully this semester will remain normal and few if any alterations will occur. Look for a Policy/Standard Amendment document under Course Documents for any changes throughout the semester.

Blackboard expands and extends the power of the Syllabus and should be consulted regularly for detailed information on course policies, deadlines, explanations, etc. Students must follow policy/direction from the Syllabus as well as Blackboard. (E-mails will never be used to convey important information...only the announcement of such in Blackboard)