

CI 115 INTRO to CIS
Course Syllabus

Course Number/Title: CI 115 Introduction to CIS
Course Length: 11 weeks
Credit Hours: 4
Academic year: Spring Quarter 2002
Day/Time: Tuesday/Thursday 6:00 - 7:50 pm.
Room Number: J208
Instructor: Terry Wilhelmi Home: 716-5774 twilhelmi@rushmore.com

REQUIRED MATERIALS:

Textbooks:

- Shelly, G.; Cashman, T.; Vermaat, M. (2001). Discovering Computers 2002: Concepts for a Digital World – Web Enhanced. Brief Edition. Boston, MA: Course Technology.
- Shelly, G.; Cashman, T.; Vermaat, M. (2000). Microsoft Office 2000 - Brief Concepts and Techniques. Cambridge, MA: Course Technology.

student files

3 high-density floppy disks

OUTLINE OF COURSE:

- Computer Concepts and the Internet
- Windows Operating System
- Microsoft Word
- Microsoft Excel
- Microsoft Access

METHOD OF INSTRUCTION:

The objectives of this course will be attained through a combination of lecture, hands-on exercises, questions, homework assignments, quizzes, and tests.

METHOD OF STUDENT EVALUATION:

Students will be graded by hands-on exercises, questions, homework assignments, quizzes, and tests. These grades will be divided equally. The grading scale is as follows:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

CLASS REQUIREMENTS:

Attendance: Attendance will be taken each class according to the NAU attendance policy. Any student missing six class hours *without contacting the instructor* with a valid reason will be placed on attendance probation. Any student missing ten class hours *without contacting the instructor* with a valid reason will be dropped from the class. Leaving at the break will warrant an absence on the attendance sheet. Students are expected to attend all classes, to be on time, and to remain for the entire class period in order to be considered as present. Students are responsible for all material presented in class, as well as in their textbook. Textbooks and required materials must be brought to all classes. Keep returned homework in a folder.

Missed Classes: The student is responsible for obtaining material and assignments, which may have been distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor prior to the next class.

There are no make-up exams. **Any uncoordinated, unexcused missed exam will result in a score of 0 for that exam.** Students missing exams due to a pre-arranged, excused absence will be allowed to make up a similar exam prior to the regularly scheduled exam.

Assignments: Homework will be assigned so students can complete problems in order to fully understand the material. All assignments are due at the beginning of class on the date due. They are to be turned in stapled together and in the order the printouts are requested. Late submission of assignments will be assessed a penalty of **10% per day**. All assignments must be turned in. **Students who do not turn in ALL assignments will fail the class.**

I will be available at mutually agreed times to assist students with assignments, problems, concerns, and/or questions. I can be reached at the telephone number listed above in the evenings and weekends, preferably not after 9:30 pm., and at the email address listed.

Academic Dishonesty: Plagiarism and cheating are serious offenses and will be punished by failure on exam, paper or project.

REGULATIONS:

During class, students will **only** work on class related work. Anything else will not be tolerated. There will be **no** tobacco products allowed in the class. All students are to abide by the policies, rules, and regulations as set forth by NAU.

CLASS SCHEDULE:

Subject to change at the instructor's discretion. Save assignments to disk.

Date	Class	Assignments	Due Dates
Tuesday, March 5	Syllabus & Grade book CONCEPTS Chapter 1	Read Chapters 2 & 3 Do Checkpoints pgs. 2.44 & 3.44	March 7
Thursday, March 7	CONCEPTS Chapters 2 & 3 Chapters 2 & 3 Quizzes	Read Chapter 4 Do Checkpoint pg. 4.42	March 12
Tuesday, March 12	CONCEPTS Chapters 4 Chapter 4 Quiz	Read Chapters 5 & 6 Do Checkpoints pgs. 5.40 & 6.38	March 14
Tuesday, March 19	CONCEPTS Chapters 5 & 6 Chapters 5 & 6 Quizzes	Read Chapters 7 & 8 Do Checkpoints pgs. 7.38 & 8.38	March 21
Thursday, March 21	CONCEPTS Chapters 7 & 8 Chapters 7 & 8 Quizzes	Read OFFICE Introduction to Windows	March 26
Tuesday, March 26	Introductions to Windows Intro to Windows Quiz	Read/Do MS Word Project 1	March 28
Thursday, March 28	OFFICE MS Word Project 1	MS Word Project 1 In the Labs 2, & 3	April 2
Tuesday, April 2	OFFICE MS Word Project 2	Read/Do MS Word Project 2	April 4
Thursday, April 4	OFFICE MS Word Project 2	MS Word Project 2 In the Lab 3	April 4
Tuesday, April 9	MS WORD TEST Objective & Application	Read/Do MS Excel Project 1	April 11
Thursday, April 11	OFFICE MS Excel Project 1	MS Excel Project 1 In the Labs 1 & 3	April 16
Tuesday, April 16	OFFICE MS Excel Project 2	Read/Do MS Excel Project 2	April 18
Thursday, April 18	OFFICE MS Excel Project 2	MS Excel Project 2 In the Labs 1 & 2	April 23
Tuesday, April 23	MS EXCEL TEST Objective & Application		
Thursday, April 25	OFFICE MS Access Project 1	Read/Do MS Access Project 1	April 30
Tuesday, April 30	OFFICE MS Access Project 1	MS Access Project 1 In the Labs 2 & 3	May 2
Thursday, May 2	OFFICE MS Access Project 2	Read/Do MS Access Project 2	May 7
Tuesday, May 7	OFFICE MS Access Project 2	MS Excel Project 2 In the Labs 2 & 3	May 9
Thursday, May 9	MS ACCESS TEST Objective & Application		
May 14 – 20	Final Exams	Objective – Word, Excel, Access	