

Revised 12:00 noon on 8/25/09

Syllabus – Introduction to Computer-Based Systems (CIS 1013)

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Fall Semester: August 26 – December 18, 2009

Class meets: Monday and Wednesday – 1:10 – 2:30

Prerequisites: None

Office hours: MTWH – 9:00 – 11:00

MATERIALS NEEDED: DISCOVERING COMPUTERS 2008 - Complete Shelly, Cashman,
Vermaat; ISBN 13: 978-1-4239-1205-7
Approximately nine (9) scantron sheets

Introduction to Computer-Based Systems is designed to introduce the more inter-workings of a computer course. The student will learn basic computer terminology, network management basics, Internet basics, e-mail basics, file management, as well as other areas involved in how a computer works and/or functions and the hardware and software available.

ATTENDANCE POLICY FOR INTRODUCTION TO COMPUTER BASED SYSTEMS

Persistent attendance is expected in order to gain knowledge from this course. However, assignments are due on day of the test for the chapter/unit covered. Missing 10 or more classes may result in failure of the course.

INTRODUCTION TO COMPUTER-BASED SYSTEMS

Students enrolled in Introduction to Computer-Based Systems on the McGehee campus are encouraged to attend each class. The only excused absence consists of being called for jury duty or being officially summoned to appear in court.

INTRODUCTION TO COMPUTER-BASED SYSTEMS MAKE-UP WORK/TEST POLICY

Each student is given a syllabus for each course at the beginning of the semester. It is the student's responsibility to keep up with syllabus and the deadlines listed. If a student misses an assignment, depending on the size of the assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes.

If a student misses an assigned test, he/she will have one (1) week to make up the test. However, the highest grade that can be made will be an 89 (B). If the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" or "F" on the test.

GRADING POLICY

Grades will be determined by projects, labs/assignments, and a final exam. All grading will be on a total-point system. All work is to be done in the classroom and will count in the total points available. Grades will be distributed as follows: tests = 50%; labs/assignments=25%; final exam=25%.

The following grading scale will be used for assigning final grades:

A = 90 -100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 0 - 59

There will be approximately 1000 points possible.
The final exam will not be comprehensive.

INCOMPLETE POLICY

A student must be current with course work assignments and/or examinations and must have completed at least 75% of all required course work assignments and/or examinations to be considered for a grade of Incomplete (I).

GRADE REPORTS

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar's Office in Monticello or the Student Services offices in Crossett and McGehee.

CHEATING/PLAGIARISM

Cheating of any type or by any means will not be tolerated! Any student caught cheating should fully expect to be withdrawn from or fail the course. Any appeals to the decision must be filed within 10 days of the instructor's decision.

STUDENTS WITH DISABILITIES

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

DISRUPTIVE BEHAVIOR

The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

If you wish to talk, sleep, play games, pass notes, look at pictures, work on homework, or anything else not related to the class and/or lecture, *don't come to class*.

Syllabus is scheduled to change at the discretion of the instructor.

WEEK OF AUGUST 26 - 28

Intro to course
Chapter 1 - Introduction to Computers

WEEK OF AUGUST 31 – SEPTEMBER 4

Complete Chapter 1
Labs: as assigned
Test – Chapter 1
Chapter 4– The Components of the System Unit

WEEK OF SEPTEMBER 8 - 11

Complete Chapter 4
Labs: as assigned
Test – Chapter 4

WEEK OF SEPTEMBER 14 - 18

Chapter 5 – Input
Begin Machine Rotation: scanner, digital cameral, trackball, and laptop

WEEK OF SEPTEMBER 21 - 25

Complete Chapter 5
Labs: as assigned
Test – Chapter 5
Complete Machine Rotation

WEEK OF SEPTEMBER 28 – OCTOBER 2

Chapter 6 - Output

WEEK OF OCTOBER 5 - 9

Complete Chapter 6
Labs: as assigned
Test - Chapter 6

WEEK OF OCTOBER 12 - 16

Chapter 8 – Operating Systems and Utility Programs

WEEK OF OCTOBER 19 - 23

Complete Chapter 8
Labs: as assigned
Test – Chapter 8

WEEK OF OCTOBER 26 - 30

Chapter 9 – Communications and Networks

WEEK OF NOVEMBER 2 - 6

Complete Chapter 9
Labs: as assigned
Test - Chapter 9

WEEK OF NOVEMBER 9 - 13

Chapter 2 – The Internet and World Wide Web

WEEK OF NOVEMBER 16 - 20

Complete Chapter 2
Labs: as assigned
Test – Chapter 2

WEEK OF NOVEMBER 23 - 24

Chapter 11 – Computer Security, Ethics, and Privacy

WEEK OF NOVEMBER 30 – DECEMBER 4

Complete Chapter 11
Labs: as assigned
Test – Chapter 11

WEEK OF DECEMBER 7 - 11

Chapter 7 – Storage
Labs: as assigned

TUESDAY, DECEMBER 15 – 8:00 – 10:00 AM

FINAL EXAM – Test – Chapter 7

*UAM College of Technology - McGehee
Administrative Office Technology/CIS Program Syllabus Agreement - Fall 2009*

August, 2009

I, _____ do enter into an agreement with the Instructor of the course listed below.
PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/stringfellow>) a copy of the syllabus for the course:
_____INTRO TO COMPUTER BASED SYSTEMS_____.
- I have read and do understand the requirements of the course, specifically the grading and attendance policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- I understand that a 1% penalty will be applied to any assignment turned in late and whether or not the late assignment is accepted is up to the Instructor.
- I understand that cheating, lying, plagiarism, abuse of the Internet, or other illegal or unethical behavior may result in:
 - a grade of "0" on the assignment
 - a grade of "F" for the course
 - dismissal from the above listed course
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, and other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on _____, December _____, 2009 from _____ am/pm to _____ am/pm.

Student's signature

Date