

UNIVERSITY OF ARKANSAS AT MONTICELLO
UAM CTM - AOT
INTRO TO COMPUTER BASED SYSTEMS SYLLABUS
Monday - Wednesday – 9:40 – 11:00
Spring 2012

Instructor Name: Trudy Stringfellow

Instructor Phone: 870-222-5360, ext. 5214

Instructor Email Address: stringfello@uamont.edu

Office Hours: Monday and Wednesday – 9:00 AM – 9:30 AM, 1:00 PM – 3:00 PM; Tuesday and Thursday – 9:00 AM – 11:00 AM, 12:30 PM – 1:00 PM

Course Title and Credit Hours: CIS 1013, Intro to Computer-Based Systems, 3 credit hours

Description: An overview to the field of computer systems, languages, hardware, and the Internet. Introduction to the use of microcomputer operating systems, email, distance learning software, library utilization, and software packages.

Prerequisites: None.

Required textbooks, workbooks, supplementary materials:

CIS 1013 - Introduction to Computer-Based Systems. Shelly, Vermaat, Freund, Enger. ISBN: 13: 978-1-133-27075 – 1

Approximately ten (10) scantron sheets

1 2GB Flash Drive

Click on “online bookstore” for textbook information: <http://www.uamont.edu/student.htm>

Technical Support Information:

Issues with Email: Contact the Office of Information Technology; phone 870-460-2036; open Monday-Friday, 8 a.m. – 4:30 p.m.

Student Learner Outcomes for Introduction to Computer-Based Systems:

The student who successfully completes this course will be able to demonstrate the following knowledge:

- Basic computer terminology
- Network management and the Internet basics
- UAM e-mail and WeevilNet
- Hardware and software available.
- How to access the UAM Library via the computer

Attendance Policy /Participation Requirements:

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.

Assessments:

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 final exam *will not* be comprehensive.

Grade Assignment:

Grading Scale:

A= 90—100 B= 80 — 89 C= 70 — 79 D= 60 — 69 F= 59 and below

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.

Student Conduct Statement:

Students at the University of Arkansas at Monticello are expected to conduct themselves appropriately, keeping in mind that they are subject to the laws of the community and standards of society. The student must not conduct him/herself in a manner that disrupts the academic community or breaches the freedom of other students to progress academically.

Academic Dishonesty:

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
 - a. Copying from another student's paper;
 - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
 - c. Collaboration with another student during the examination;
 - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
 - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will be a 0 for the assignment/test and final grade will be lowered 1 letter grade.

The following schedule is tentative, with changes made at the discretion of the instructor.

WEDNESDAY, JANUARY 11

Intro to course
UAM email

MONDAY, JANUARY 16 – MARTIN LUTHER KING JR. HOLIDAY – NO CLASS

WEDNESDAY, JANUARY 18

Continue with email

MONDAY, JANUARY 23

Continue with email
WeevilNet

WEDNESDAY, JANUARY 25

Complete email and WeevilNet
Complete assignments in email and WeevilNet

MONDAY, JANUARY 30

Test – email and WeevilNet

WEDNESDAY, FEBRUARY 1

Chapter 1 – Introduction to Computers

MONDAY, FEBRUARY 6

Complete Chapter 1

WEDNESDAY, FEBRUARY 8

Test – Chapter 1
Begin Chapter 2 – The Internet and World Wide Web

MONDAY, FEBRUARY 13

Complete Chapter 2

WEDNESDAY, FEBRUARY 15

Test – Chapter 2
Begin Chapter 3 – Application Software

MONDAY, FEBRUARY 20

Complete Chapter 3

WEDNESDAY, FEBRUARY 22

Test – Chapter 3
Begin Chapter 4 – The Components of the System Unit

MONDAY, FEBRUARY 27

Complete Chapter 4

WEDNESDAY, FEBRUARY 29

Test – Chapter 4

Begin Chapter 5 - Input

MONDAY, MARCH 5

Complete Chapter 5

WEDNESDAY, MARCH 7

Test – Chapter 5

Begin Chapter 6 - Output

MONDAY, MARCH 12

Complete Chapter 6

WEDNESDAY, MARCH 14

Test – Chapter 6

MONDAY, MARCH 19 – FRIDAY, MARCH 23 – SPRING BREAK – NO CLASSES

MONDAY, MARCH 26

Begin Chapter 7 - Storage

WEDNESDAY, MARCH 28

Complete Chapter 7

MONDAY, APRIL 2

Test – Chapter 7

Begin Chapter 8 – Operating Systems and Utility Programs

WEDNESDAY, APRIL 4

Complete Chapter 8

UAM Library

MONDAY, APRIL 9

Test – Chapter 8

Begin Microsoft Windows 7 – Chapter 1 – Fundamentals of Using Windows 7

WEDNESDAY, APRIL 11

Microsoft Windows 7 – Chapter 2 – Working with the Windows 7 Desktop

Microsoft Windows 7 – Chapter 3 – File and Folder Management

MONDAY, APRIL 16

Test – Microsoft Windows Unit

Begin Microsoft Word – Chapter 1 – Creating, Formatting, and Editing a Word Document w/Pictures

WEDNESDAY, APRIL 18

Microsoft Word – Chapter 2 – Creating a Research Paper with Citations and References

MONDAY, APRIL 23

Microsoft Word – Chapter 3 – Creating a Business Letter with a Letterhead and Table

WEDNESDAY, APRIL 25

Complete Microsoft Word

MONDAY, APRIL 30

Review for Final

FRIDAY, MAY 4 – 10:30 AM – 12:30 PM

FINAL EXAM – Microsoft Word

*******STUDENTS WILL BE REQUIRED TO E-MAIL ME ONCE A WEEK FOR THE ENTIRE SEMESTER, EXCEPT DURING FINALS WEEK. THREE (3) EMAILS MUST BE WITH A REGULAR ATTACHMENT AND THREE (3) EMAILS MUST BE WITH AN INTERNAL ATTACHMENT. THE REST CAN BE JUST A MESSAGE OR EITHER TYPE OF ATTACHMENT. THIS IS A REQUIREMENT OF THE COURSE; HOWEVER, IF NO WEEK IS MISSED, A BONUS PERCENTAGE (TO BE DETERMINED BY ME) WILL BE ADDED AT THE END OF THE SEMESTER.**

UAM College of Technology – McGehee
Administrative Office Technology Program Syllabus Agreement - Spring 2012

January, 2012

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 and the disruptive behavior 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 late penalty may 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
 - final grade lowered a letter grade
 - 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 _____, May _____, 2012 from _____ am/pm to _____ am/pm.

Student's signature

Date