CHIPOLA COLLEGE
COURSE SYLLABUS

COURSE TITLE:	COURSE NUMBER:
INTRODUCTION TO COMPUTING SYSTEMS	**CIS 1000**

COURSE DESCRIPTION:

This course provides an introduction to the terminology, procedures, and equipment used in computing systems and in developing software applications. It includes such topics as internal operations of a microprocessor, current memory and storage technologies, data representation, binary arithmetic, character codes, systems development cycle, software design and development, and careers in computing. 3 semester hours credit. [A]

PREREQUISITES:

Eligible to enroll in MAC 1105 or higher mathematics course, or consent of department.

NAME OF INSTRUCTOR:

Nancy Burns

DATE OF LATEST REVISION: October 24, 2006

REQUIRED TEXTBOOKS:

Dale, Nell and Lewis, John. Computer Science Illuminated. Jones and Bartlett: Boston, MA. 2002. ISBN: 0-76371760-6

REQUIRED HARDWARE / SOFTWARE

A computer with the following software:

- Windows (XP strongly recommended; 98/NT/Me/2000 are acceptable)
- Internet Explorer or other web browser (IE 6.0 or higher)
- Microsoft Office 2003 Professional (or equivalent products): Word 2003, Excel 2003, PowerPoint2003, Access2003
- Media for transporting files—eg., USB drive or 3.5" high-density IBM/Windows-compatible diskettes

Note: Computers with this configuration are available in on-campus labs. The Information Technology Center (upstairs in library) is available most weekdays and evenings; check the library for exact hours of operation. Students planning to complete assignments using off-campus computers must provide their own software. The instructor can provide information about educational discount pricing available to students.

GRADING POLICIES:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 93- 100
B – 83 – 92
C – 70 – 82
D – 60 – 69
F – 59 or less

See your Syllabus Supplement for individual instructor practices.

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

DISCIPLINE-SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

CIS 1000 is not a General Education Core course. However, it does address several competencies in the Technology Area.
T-1 Use a computer to create, save, copy, and print files.
T-2 Access and use appropriate software in the content area.
T-3 Access, search, and retrieve information from electronic databases and/or the Internet.
T-4 Use E-mail to create, send, and retrieve messages, including those with attachments.
T-5 Use a calculator to perform basic calculations and to graph and analyze data.

STUDENT LEARNING OUTCOMES/OBJECTIVES FOR CIS 1000:

See chart, last page.

MEANS OF ACCOMPLISHING OUTCOMES:

- Read and study assigned material from the text;
- Complete practice exercises and daily assignments and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes, in-class projects, and exams.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through www.linccweb.org and www.netlibrary.com. Library hours are posted each semester at the building entrance.

Chipola's website is located at www.chipola.edu.

See your Syllabus Supplement for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance.

ASSIGNMENT SCHEDULE:

See your Syllabus Supplement for individual instructor assignment schedule.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

See your Syllabus Supplement for individual instructor or department-specific attendance and withdrawal policy.

MAKE-UP POLICY:

Chipola allows each instructor to specify in the instructor handout the makeup policy.
See your Syllabus Supplement for individual instructor makeup policy

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to
1) uphold the highest standards of academic honesty in his/her own work;
2) refuse to tolerate academic dishonesty in the college community; and
3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LINKING COURSE-LEVEL LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES AND ASSESSMENT METHODS

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CIS 1000 The student will be able to:	COLLEGE-LEVEL AND DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES*	ASSESSMENT METHODS ** USED BY INSTRUCTOR
define terms used in class or in the text which describe computer equipment, personnel, or processes;		OT, LA
identify the hardware advances associated with each generation of computers;		OT, LA
identify and describe the methods of internal data representation discussed in class or in the text;		OT, LA
perform simple arithmetic operations with binary numbers (add, subtract, multiply, convert to & from decimal, octal, and hexadecimal);	T5	OT, LA
describe the functioning of a microprocessor;		OT, LA
identify and describe the data storage devices, media, and techniques discussed in class or in the text;		OT, LA
describe characteristics of the programming languages discussed in class or in the text;		OT, LA
list and describe the steps in the software development cycle;		OT, LA
create simple programs in at least one computer language;	T1; T2	OT, LA
list and describe the steps in the program compilation process;		OT, LA
list at least five jobs in the computer industry and describe the educational requirements for each;	T3	OT, LA
identify and discuss knowledgeably social issues regarding the use of computers in society;	T3	OT, LA, PROJ
identify limits of machine computation and discuss the significance of those limits.		OT, LA
use standard office application software for word processing, spreadsheet, database, email, and presentation tasks	T1, T4	OT, LA, PROJ

**Assessment Method Codes			
OT = Objective Tests	**LA** = Lab Assignments	**SD** = Skills Demonstration	**PROJ** = Projects

* For a list of Chipola's College-Level Competencies, see www.chipola.edu.