

**DARTON COLLEGE
BUSINESS DIVISION**

**CISM 0099 - SYLLABUS
BEGINNING COMPUTERS
ONE (1) INSTITUTIONAL CREDIT HOUR**

Instructor: Ms. Dorea Hardy, M.Ed.
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Office Hours: Mon. – Fri.; 8:00 a.m. to 11:00 a.m. & 1:00 p.m. to 5:00 p.m.

Class Day & Time: Thursdays, 6:00 p.m. to 7:40 p.m.
Dates: CRN 20017 (B Term) March 4 – April 30, 2010
Location: J Building, Room 132

Electronic Resource: <http://www.jonquiljoys.com/CISM0099>

COURSE DESCRIPTION

A course designed to prepare the new computer user with the basics of computer operation. Topics include how to turn the computer on, use of the mouse and the keyboard, introduction to the Internet and e-mail, and the use of a basic word processing package.

COURSE OBJECTIVES

All assignments will be completed in class. Student performance will be measured by hands-on proficiency activities. It may be possible to complete multiple proficiency activities at a time. These activities may include:

- Turning on the computer
- Identifying parts of a computer and various peripherals
- Using the keyboard and mouse
- Navigating the Desktop
- Opening a file
- Closing or Saving a file
- Finding information on the World Wide Web
- Sending an e-mail
- Sending an e-mail with an attachment
- Creating a document using word processing software
- Printing a document

IMPORTANT DATES:

First Day of Class: March 4, 2010
Last Day to drop without penalty: April 7, 2010
Last Day of Class: April 29, 2010
There will be no class on April 1st, 2010.

POLICIES

ATTENDANCE – POLICIES

- I. Attendance – Absences greater than the equivalent of two class periods is excessive.

NOTE: Excessive absences are reported to the Registrar and to the various agencies administering financial aid. These absences can result in disruption or loss of financial support unless work is completed to the instructor's satisfaction. **Under certain circumstances the instructor may refuse to accept make-up work.**

- II. Make-up Work – Students who miss instruction time or an assignment will receive a grade of 0. Students may complete a substitute for the instruction, if one is available, and complete missed assignments at the discretion of the instructor.
- III. Testing Under Special Conditions – Written requests for consideration of physical or emotional problems that would interfere with test performance, as verified by the instructor and a Darton Counselor and approved by the division chair, will be directed to the test administrator. Students are responsible for making such requests for enough in advance of the administration of the test to give the test administrator adequate time to respond appropriately to the request. Emergencies will be addressed case by case.
- IV. Disability Accommodations – In compliance with the Americans with Disabilities Act (ADA), Darton College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self disclose their disability to the office of Disability Services before academic accommodations can be implemented.
- V. Electronic Devices – It is the individual student's responsibility to silence the ringer of his or her cell phone, beeper, or any other device before entering a class (including guest lectures and performances/recitals). The production of any audible alert by these devices when a class is in session is considered disruptive classroom behavior. The instructor may take appropriate actions to curb such disruption in accordance with the College's Policies of Disruptive and Obstructive Behavior under Code of Conduct in the Student Handbook.
- VI. Grading

Interpretation of the course grade:

A	-	90-100%
B	-	80-89%
C	-	70-79%
D	-	60-69%
F	-	50-59%

- VII. Individual Conferences – Institutional responsibilities often call instructors out of their offices – even during posted office hours. Students are encouraged to schedule conferences with the instructor as needed.