CISC 150 – Introduction to Computers – Spring 2008

Instructor:

Michael E. Ruth, Ph.D.
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Course Description:

This course provides an introduction to computing systems and their applications in modern society.   It acquaints students with the organization and operation of computer systems. Students are introduced to a variety of applications such as word processing, spreadsheets, file management, and presentation software, as well as fundamental programming concepts.

Texts:

New Perspectives Computer Concepts Brief (any edition)
New Perspectives Microsoft Word 2003 Introductory Course Card Edition
New Perspectives Microsoft Excel 2003 Brief Course Card Edition
New Perspectives Microsoft Access 2003 Brief Course Card Edition
SAM Assessment & Training Software

Topics (tentative):

General Computing Concepts
Spreadsheets and Microsoft Excel
Databases and Microsoft Access
Word Processing and Microsoft Word
Internet and the World Wide Web

Grading (tentative):

Tests (4)   70%
Homework (TBD)   30%

Grading Scale:

90-100%	A, A-	Sub-grading Scale:
80-89%	B-, B, B+	7-9 +
70-79%	C-, C, C+	3-6
60-69%	D-, D, D+	0-2 -
0-59%	E	

Class participation:

You are expected (and *strongly* encouraged) to attend and *participate* in all lectures. Experience shows that there is a strong correlation between regular class participation and good grades.

Your attendance (physical presence) is not a formal requirement and, therefore:
You are responsible for all course material which includes all material covered and all assignments regardless of the notification method.

No make-up exams will be given ***without proof*** of an excused absence. *NONE!*

Academic Honesty:

You must adhere to Lock Haven University of Pennsylvania's policies regarding academic honesty. Academic dishonesty of any form will not be tolerated and appropriate action will be taken per University policies.

Disabilities:

Students with disabilities are encouraged to discuss requests for reasonable accommodations with the professor at the beginning of the semester. In order for accommodations to be provided, your disability must be verified by Dr. Reynol Junco, Director of the Office for Disability Services, 104 Russell Hall, (570) 484-2926.

Etiquette

- Come to class *on time*. *If you do come late,* quietly find a seat and take it with as little disturbance as possible. If you must leave the room – do so quietly.

- As you walk into class, kindly *silence all beepers, cell phones,* and any other noise-producing equipment.

- Depending on the overall punctuality and attendance patterns, **I may institute stricter policies over the semester** (these policies will not be retro-active).

How to succeed in this class:

- Read the assigned reading in the book *before and after* the class.

- Pay attention and participate in the class discussions.

- **Asking for permission** is far more likely to succeed than *asking for forgiveness*.

- *if you don't understand something get help early!*