

# Northern Marianas College

## CS 103 – Introduction to Computers

Credits: 3 This is a required course for Business Administration and Liberal Arts degrees.

Prerequisites: English Placement Level - EN 083/EN 084

Section 3: Monday and Wednesday 3:30pm to 4:55pm Building W - Room 2

Section 4: Friday 2:00pm to 4:55pm Building W - Room 2

Note: You must attend your assigned section. However, for an excused absence you may attend an alternative section with the instructor's approval.

### Instructor: Robert M. Laurie

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### Required Materials:

1. Textbook: The Exploring Series, Microsoft Office 2003, Vol. 1, Enhanced Edition, Grauer, R. and Barber, M., Pearson Education, Inc., 2006, ISBN: 0-13-218701-9
2. Computer Data Storage Device: USB Thumb Drive, 128MB minimum

### COURSE DESCRIPTION:

This is an introductory course to the Personal Computer (PC) and computer application programs. The course covers the basics of a PC system, the Microsoft Windows Operating System, and common Microsoft Office Applications: Word (word processing), Excel (spreadsheets), PowerPoint (presentation graphics), and Access (databases). Local area networks, the Internet, and the World Wide Web will also be covered. This course is a prerequisite to all other computer related courses at the college.

### COURSE OUTLINE:

Essential Computing Hardware and Software Concepts (pp. 889 to 922)  
Windows XP Operating System Essentials (pp. 1 to 72)  
The Internet and World Wide Web (pp. 825 to 888 and pp. 928 to 944)  
Word Processing using Microsoft Word (pp. 73 to 280)  
Spreadsheets using Microsoft Excel (pp. 281 to 496)  
Databases using Microsoft Access (pp. 497 to 704)  
Presentation Graphics using Microsoft PowerPoint (pp. 705 to 768)

## STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will:

1. Demonstrate understanding of basic PC hardware, identify input and output devices, the processing unit, memory, and peripherals devices.
2. Demonstrate understanding of how the computer uses data to represent information.
3. Use the Windows XP operating system to do common file management tasks.
4. Use MS Word to write, format, and print documents, reports, and web pages.
5. Use MS Excel to calculate, format and print quantitative summaries.
6. Use MS PowerPoint to create, show and print presentations.
7. Understand and use a local network, the Internet, and the Worldwide Web.
8. Use MS Access to organize information.
9. Create documents, with linked or embedded data among application programs.

## METHOD OF EVALUATION:

Students will be evaluated on the basis of class attendance, assignments, and exams.

Evaluated Items	Points	Percent
4 x 40 pt. Exams	160	40%
Assignments	220	55%
Attendance	20	5%
Total	400	100%

Grade	Percent
A	100.0 to 90.0%
B	89.9 to 80.0%
C	79.9 to 70.0%
D	69.9 to 60.0%
F	Less then 60%

### **Exams:**

Four 40 point exams will be given during the semester. I encourage students to study together and will not curve scores.

### **Assignments:**

Assignments will be given throughout the semester of various point values. Assignments must be submitted on the due dates at the beginning of class. Late assignments will be reduced approximately 50% for each class period late. If any portion of a project is Plagiarized (Using another's work and representing it is your own), then all students with copied work will receive a score of zero.

### **Attendance:**

Class attendance is mandatory. If a student does not attend a class they will loose 4 points. If they are tardy they will loose 2 points. If a student misses more then five classes they fail the course. If you miss a class or are late for class, it remains your responsibility to obtain information concerning the material covered and upcoming assignments.

Only students with officially excused absences will be able to make up the exams and assignments, others will receive a grade of zero. You must contact the instructor via email, to authorize a makeup exam time prior to the missed class. You need to provide documentation verifying the excused absence. Failure to comply with these requirements will result in a score of zero for the assignment or exam.

## **CLASS POLICIES AND ETIQUETTE:**

1. There is no extra credit so do your best on the assignments and exams.
2. Students must turn in all assignments for the class on the due date within the first five minutes of class. Late assignments will be reduced 50% for each class period late. Keep copies of all your work until the grades have been posted.
3. You are expected to attend all class sessions, read your text and come to class prepared. I recommend exchanging telephone numbers and email addresses with other students and forming study groups so that you will be able to contact someone about class work if you are unable to attend class.
4. Do not engage in conversation with other students when the instructor or other students are speaking. Please don't be rude.
5. Unless I specifically allocate time for it, do not do homework while in class. Do not do work for other classes during this class period.
6. If you have a cell phone (or text phone), turn it off while you are in class.
7. You must take the test at the scheduled date and time. There will be no make-ups.
8. Smoking, eating, drinking, and betel nut chewing are not allowed in the classroom. Do not bring food or drink into the classroom.

## **STUDENTS WITH DISABILITIES:**

The Northern Marianas College is committed to ensuring, through a variety of services, facility and program access to students with either permanent or temporary disabilities. The Disability Support Services Program coordinates NMC's accommodations for students with documented disabilities. Accommodations are determined on a case-by-case basis at the request of the student. Please contact Counseling Programs and Services (Bldg. I) for disability information and services.

## **STUDENT DISSATISFACTION WITH THE COURSE:**

If a student is dissatisfied with any part of this course, he/she is encouraged to discuss it with the instructor. If he/she believes that the instructor is unwilling or unable to help with the concern(s), the student may bring the matter to the attention of the Academic Counselor. If the Academic Counselor can't resolve the issue, the student may bring the matter to the attention of the following, in the order listed:

1. Head: Business, Hospitality and Computer Department
2. Dean of Instruction

## **STUDENT APPEAL:**

An NMC student who has a complaint about campus conditions, facilities, policies, rules, or academic matters may file a Notice of Appeal form (available at the Officer of Admissions and Records and the Counseling Center) and follow the procedures on stated in the NMC 2004-2006 General Catalog.