COURSE DESCRIPTION
This course covers basic computer literacy. Emphasis is placed on hardware, software applications, terminology, and the social impact of technology. Upon completion, students should be able to demonstrate knowledge of basic computer concepts and applications.

COURSE GOALS
1. Demonstrate knowledge and competency in the use of personal computers to solve problems.
2. Be able to differentiate and describe major components of computers.
3. Possess a basic understanding of data representations, storage, and processing.
4. Possess a basic understanding of hardware and software requirements for data communications.
5. Be able to use an integrated software package (Microsoft® Office Professional) and its component applications to solve problems and represent data.
6. Demonstrate a basic understanding of the use and integration of the Internet with computer software applications.
7. Possess a basic understanding of the impact of computing technology on our community, as well as information security.

REQUIRED COURSE BOOK and SUPPLIES


*** Students are required to supply their own USB Flash Drive, at least 64 MB capacity (128 MB recommended). These should be brought to class by the end of the first week.

PERFORMANCE EXPECTATIONS AND ATTENDANCE
The following are the primary expectations of all students: self-directed work toward completion of assignments, on-time completion of assignments, attendance at all classes, and effective personal leadership and management. You can expect to work 1 to 1 ½ hours outside of class for each hour of class meeting session.

Lab Rules

☆ No food or drinks in the labs at any time. ☆ Cell phones - OFF or vibrate

☆ Acceptable use of the computers in the labs, including access to the Internet and electronic mail as delineated in the 2005-2006 CFCC Catalog and Student handbook, page 35.
**ATTENDANCE REQUIREMENTS**

“Absences seriously disrupt students’ progress in a class and diminish the quality of group interaction. Students are expected to punctually attend all lecture and laboratory sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.”

“Students must be in attendance at least eighty (80%) percent of the clock hours of a course to receive credit for the course. Those who do not meet minimum attendance requirements will be given the grade of F.” (CFCC 2005-2006 Catalog and Student Handbook, page 15)

Students may accrue 4 absences during the conduct of the course with no impact on their final grade. For every absence after 4, the student will lose 1 point per hour missed on their final grade. Upon reaching 12.8 hours (approx. 6 ½ classes), they will be dropped from the course with a grade of "F". Those students with perfect attendance in the course will be awarded 2 points on their final grade.

**Tardiness.** Students who are not physically in the classroom when roll is taken will be considered to be absent. If you arrive shortly after the roll, you will be responsible for ensuring that I change your absence to a tardy. Every three tardies will result in a one-point deduction from the final grade.

**GRADING SCALE AND EXAM GRADE DISTRIBUTION**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Exam 1</th>
<th>Exam 2</th>
<th>Exam 3</th>
<th>Exam 4</th>
<th>Assignments</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
<td>16%</td>
<td>16%</td>
<td>16%</td>
<td>16%</td>
<td>16%</td>
<td>20%</td>
</tr>
<tr>
<td>B</td>
<td>84-91</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>76-83</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>68-75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-67</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXAMS**

Exams will consist of two sections. The first section will be a mixture of multiple choice and true/false questions. The second section will be a computer exercise using the indicated computer software application. SAM™ software is required to take the exams. The last two exams will also require the student to use Office 2003 to produce several files.

Exam 1: Control of the computer system and file management (Essential Concepts and WIN2000)
Exam 2: Document creation, formatting and editing (MSWord) and Internet subject-matter research
Exam 3: Numerical tabulating and charting (MSExcel), including Internet
Exam 4: Graphics and presentation support (MSPowerPoint) and Integration in Office 2003
Final: Cumulative Test focused on Integration of WIN2000, MSWord, MSExcel, MSPowerPoint, and Internet (This final test is open-book/open-notes!)

*** Students are expected to take every exam on the day that it is administered. Students will have one week to make up missed exams 1 through 4, but must make arrangements prior to the exam. If you do not make arrangements prior to the exam, you will receive a score of “0” for the exam. However, if you miss the final exam, there will be no make-up.

**DISCLAIMER**

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Cape Fear Community College and any student, nor between the instructor and any student. The instructor reserves the right, acting within the policies and procedures of the college, to make changes in course content or instructional techniques without notice or obligation.