

# **Bucks County Community College**

## **Department of Science, Technology, Engineering, and Mathematics**

### **CISC 100- Introduction to Computers (eLearning)**

**Spring 2014**

E-learning gives you an opportunity to take a college level class, without being on campus regularly. It requires a student that is motivated and self-disciplined. It is an interesting and fun way to take a class, but don't be fooled--expect to work harder than you would in an f2f class, and be sure to allot sufficient time.

<b>Debra Geoghan</b> Professor and Area Coordinator- Computer and Information Science <b>Founders 122A</b> <b>215-968-8310</b> <b>Note- email is the best way to reach me- through</b> <b>Canvas or <a href="mailto:debra.geoghan@bucks.edu">debra.geoghan@bucks.edu</a></b>	<b>Spring 2014 Office Hours-</b> <b>Office hours</b> Tues and Thurs 9:30 – 10:45 AM <b>Online Office Hours</b> Mon and Wed 7:30 – 8:45 AM <b>Skype- mrsgeoghan</b>
<b>Instructor Availability and Assignment Turn-Around Times</b>  Though ALL course questions other than grade-related should be posted to the discussion bulletin board for all to benefit from, if you would like to chat you can reach me via Skype or email during regular office hours, which are listed above. In addition, I check email and the course space at least once a day. In general, I will respond to email within 48 hours, often sooner, except during the weekend: I reserve the privilege of some weekend downtime. This also applies to discussion board posts directed to me. If your question is urgent, please indicate so in the subject line, whether it's an email or a discussion post. Also keep in mind that even if a discussion post directs a question to me, any student who knows the answer can provide it. Someone may see the question before I do, so get in the habit of helping each other out this way. For the topic discussion posts, you can be sure that I read them all, but will not respond to all: I don't want to dominate the discussions.  For the weekly labs and exercises, the turn-around time is 7-10 days from the due date. I generally grade work twice a week, so you may have to wait a few days from your submission until you receive your grade back. Also, I usually do not grade work submitted early until after the due date. If you have a question about an assignment, send me an email rather than including it with the assignment submission, for faster response.	

## COURSE DESCRIPTION

A hands-on course for non-majors dealing with personal computers in a wide variety of settings. Topics include: basic computer concepts, Windows, the Internet and e-mail and the use of personal productivity tools (Office 2013).

## COLLEGE SYLLABUS

<http://www.bucks.edu/academics/courses/syllabus/index.php?lookup=CISC100>

TEXTBOOKS AND SUPPLIES
<p><b>ISBN13: 9781305010765 Bundle:</b></p> <ul style="list-style-type: none"><li>• <b>Microsoft® Office 2013: Illustrated Introductory, First Course (loose leaf edition)</b></li><li>• <b>SAM Student Guide</b></li><li>• <b>SAM 2013 Assessment, Training, and Projects v1.0 Printed Access Card</b></li></ul>
TECHNOLOGY REQUIREMENTS
<p>This course will be taught through Canvas- so you must have Internet access to participate in this course. <b>Your computer should be running Windows 7 or 8 and Office 2013.</b> If you do not have Office, you can purchase at a discount from the bookstore or at a discounted rate directly from Microsoft using your student email address. If you have an older version of Windows, you should still be ok, although some of the screenshots will be different. If you have a Mac, you can use the newest version of Office, but again, some things will be different and you will have to figure them out on your own – and the Mac version does not include Access, so you will need to use a Windows computer for that unit. If you do not have a computer at home, you may work at the college in the library. <b>Personal computer problems are not an acceptable excuse for late work.</b></p> <p>Although this course does not have a pre-requisite requirement, it is strongly recommended that you are comfortable using your computer for basic tasks, and can send and receive email.</p>

## ATTENDANCE & EXPECTATIONS

This is a hands-on class, with much of the material being accumulative. You will need to spend at least as much time on this class as you would if you were taking it in a classroom (if not more). That means 6-10 hours a week completing readings, assignments and labs.

Rev. 1/3/2014 – subject to change

It is imperative that you attend class regularly. That means logging in to this class at least twice a week. If you are absent more than three weeks total, you will receive an F for the course—except under exceptional circumstances. You are responsible for all missed work. Make-up work may be given at the discretion of the instructor- make sure you contact me BEFORE you miss an assignment.

There will not be an on-campus meeting for this class. The class will be taught using a web-based service called Canvas. ***You must complete the Start Here learning module within the course space, and read the all announcements that are posted throughout the semester.*** Canvas is not really difficult to use, but if you need some personal guidance, to make an appointment for one-on-one help, contact the TLC or Online Learning office (see below).

IMPORTANT- ***You will not have access to this course until 1:00 AM the first day of class. Please let me know ASAP, via email, if you are unable to log in.***

## EVALUATION

Students will be evaluated on quiz results, labs and other assignments and class participation. (YES, there are still ways to participate, even in a distance learning course!). Assignments will not be accepted more than one week late. It is important that assignments be handed in on time and complete. Extensions and make-ups will only be given under extreme circumstances. ***Personal computer problems are not an acceptable excuse for late work.***

You will submit your work electronically, via Canvas and SAM, so plan accordingly. If you know that you will be away when an assignment is due, work ahead and submit it early- rather than late. You'll feel better on vacation if it's not hanging over your head anyway! Assignments will not be accepted by email.

## POLICIES

Please review the college academic [calendar](#) for important dates. If there is a need to withdraw from this course, do so officially from the Admissions Office. **Last date for student withdrawal - 4/8/14.**

Students are urged to retain all graded work returned to them until final grades have been received from the college. You can print the Canvas Grades page for your records. Students are always responsible for retaining copies of their own work and/or correspondence, including that posted to a web course page. Student access to a Bucks County Community College web course space is available only during the stated semester/session as indicated by the College's academic calendar. All web course sites, including content, are routinely removed from the server at the conclusion of each semester/session.

Also, students should consult [Student Records, Rights, and Responsibilities](#) in the College Catalog concerning important rules governing students in their academic work.

Plagiarism: Plagiarism and other forms of academic cheating are unacceptable and are considered as MAJOR infractions of the [Student Code of Conduct](#) and [College Policy](#) and will be dealt with as published in the College Catalog.

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a footnote. (Source: BCCC Catalog, College Policy Regarding Cheating and Plagiarism)

## **DISABILITY ACCOMMODATIONS**

In compliance with the Bucks County Community College policy and equal access laws, appropriate academic accommodations can be made for students eligible for such support.

Students are encouraged to register with the Disability Services Office (215-968-8463) to verify their eligibility for appropriate accommodations. Please speak to your instructor about any requests for academic accommodations or other concerns as early in the semester as possible.

## **HELP AND SUPPORT**

There are several ways to access help for Canvas and other technologies used at BCCC:

- Canvas FAQs for students:  
[http://support.instructure.com/index.php?title=Main\\_Page#For\\_Students.](http://support.instructure.com/index.php?title=Main_Page#For_Students)
- Canvas Video Tutorials on YouTube:  
[http://www.youtube.com/user/CanvasLMS.](http://www.youtube.com/user/CanvasLMS)
- Technology Learning Centers (TLCs):  
Located on each BCCC campus in the libraries, and online. <http://www.bucks.edu/tlc>
- Virtual Campus Office - Library 118, Newtown Campus - is open 8:30am to 4:30pm, Monday through Friday. Contact the office by phone at 215-968-8052, via email at [learning@bucks.edu](mailto:learning@bucks.edu), or IM at learningatbucks.