

Course Information

Distance Learning Course: CIS 110.61P Introduction to Computers

Course format: Hybrid

Textbook: Discovering Computers & Microsoft Office 2010 bundled with Microsoft Office 2010 trial, SAM access code and online video content access code

Course Prerequisites/ Corequisites: Take CIS-070 or CIS-111

Instructor Information	
Name	Janet Bottoms
Office phone number	336-599-1181, ext. 2249
E-mail address	janet.bottoms@piedmontcc.edu
Office location	L124
Office hours	

Types of Required Assignments	Frequency of Assignment
Class Labs	
Discussion Forums	
Projects	
Tests/Exams	
Quizzes	
Journal Entries	
Writing Assignments	
Other	

Course Policies and Requirements	Hours
Average number of hours per week to be successful in a 12 to 16 week course	
Average number of hours per week to be successful in a 8 week course	
Number of proctored exams required in this course	
Number of times a student will need to travel to campus	1 per week

Additional attendance requirements:

Policy on make-up exams and/or late assignments for this course:

Software/Technical Requirements	
Do assignments require the use of supplements bundled with the text book?	Yes, contact instructor
Is additional software required?	Yes, contact instructor

Additional comments: