

Course Information

Distance Learning Course: CIS 110.62P Introduction to Computers

Course format: Hybrid

Textbook: Computer Concepts & Microsoft Office 2013 text w/ data files CD and SNAP --
ISBN:9780763851941

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

Instructor Information	
Name	Donna Smith
Office phone number	336-599-1181, ext. 2196
E-mail address	Donna.smith@piedmontcc.edu
Office location	L128
Office hours	

Types of Required Assignments	Frequency of Assignment
Class Labs	TBD
Discussion Forums	TBD
Projects	TBD
Tests/Exams	TBD
Quizzes	TBD
Journal Entries	0
Writing Assignments	TBD
Other	SNAP assignments-TBD

Course Policies and Requirements	Hours
Average number of hours per week to be successful in a 12 to 16 week course	5
Average number of hours per week to be successful in a 8 week course	NA
Number of proctored exams required in this course	0
Number of times a student will need to travel to campus	weekly

Additional attendance requirements: Student is expected to stay current on assignments.

Policy on make-up exams and/or late assignments for this course: There are posted due dates. All students are allowed three (3) days after the posted due date for late assignments. After that, a grade of zero(0) is issued.

Software/Technical Requirements	
Do assignments require the use of supplements bundled with the text book?	Yes, SNAP
Is additional software required?	Yes, Microsoft Office 2013

Additional comments: Please contact instructor if you are having problems. Always email the file with a specific explanation of the problem you are having. Also, leave the error that you are having in the file so I can better help you.