

# Course Information

---

**Distance Learning Course:** CIS 110.71 Introduction to Computers

**Course format:** Internet

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

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

<b>Instructor Information</b>	
Name	Donna Smith
Office phone number	336-599-1181, ext. 2196
E-mail address	<a href="mailto:Donna.smith@piedmontcc.edu">Donna.smith@piedmontcc.edu</a>
Office location	L128
Office hours	

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

<b>Course Policies and Requirements</b>	<b>Hours</b>
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	0

**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.

<b>Software/Technical Requirements</b>	
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.