

Course Information

Distance Learning Course: CIS 110.71 Introduction to Computers

Course format: Internet

Textbook: Discovering Computers & Microsoft Office 2010 ISBN -13: 978-0-538-47393-4

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

Instructor Information	
Name	Janet Bottoms
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Office location	L124
Office hours	

Types of Required Assignments	Frequency of Assignment
Class Labs	8
Discussion Forums	6
Projects	1
Tests/Exams	At least 8 tests and 1 final exam
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	10
Number of proctored exams required in this course	
Number of times a student will need to travel to campus	

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?	No
Is additional software required?	Yes, Microsoft Office 2013

Additional comments: