

Course Information

Distance Learning Course: CIS 110.72 Introduction to Computers

Course format: Internet

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 | |

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: