



Southern Arkansas University Tech

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www.sautech.edu

ONLINE COURSE INFORMATION SHEET

Course Number: MIS1003

Course Title: Introduction to Computers

Course Description: This course is a survey of computer history that includes, but is not limited to the uses, types, hardware, software, teleprocessing and networking. The course will introduce the fundamentals of the most commonly used commands and operating systems along with the most important parts that make the computer work. Internet students must have access to the Internet, a browser, and Microsoft Word.

Instructors: Robert Brown and Valerie Wilson

Instructor Bio:

Robert Brown teaches at SAU Tech fulltime. Mr. Brown is a retired U.S. Army Chief Warrant Officer (CW3) with +30 years Information Technology field and management experience. He is well versed in Project Management Body Of Knowledge (PMBOK), NIST Special Publications Series 800, System Accreditation, Data Assurance, Information Systems Security and Security Infrastructure, network design & implementation, data and network security, incident response and disaster recovery, VPN, Active Directory, Exchange Server, Network Infrastructure, IPSec, HTTP/S, FTP, POP3/SMTP, DNS, and DHCP. I have Department of Defense experience as HP & SCO UNIX, Burroughs 4000, IBM-OS2, and MS Windows System Administrator, LAN/WAN Engineer/Administrator, Oracle and SQL Database Administrator, Information Systems Security Manager, Terminal Area Security Officer, and e-business. He has in excess of 8 years' experience in Department of Defense application development, systems & data analysis, information systems security, risk assessment, mitigation and management, and critical IT management specialty areas – IT compliance, Cyber terrorism, and Computer Forensics. Mr. Brown is currently teaching an Associates of Applied Sciences in Information Technology degree program that includes: CompTIA A+, Network+, Security+, ISC2's SSCP; MCITP, and Business Continuity, and Incident Response & Disaster Recovery classes at Southern Arkansas University Tech, in Camden, Arkansas.

- Bachelor of Science in Business Administration - Information Technology - Colorado Technical University
- Masters of Science in Management - Information Technology Security - Colorado Technical University

Valerie Wilson works full time at SAU Tech as Vice Chancellor for Information Technology and is responsible for the operation of the Center for Web-Based Learning, marketing and public relations which includes the college web site and portal, grant writing department, and the Information Technology Services department. Valerie has been employed at SAU Tech since 1994. She is married and has four beautiful children and five grandchildren.

- Associate of Science degree in Business Administration – Southern Arkansas University Tech
- Bachelor's of Science in Industrial Technology – Southern Illinois University
- Masters of Business Administration – Henderson State University
- EdD in Educational Leadership and Management (currently working on dissertation) – Capella University

Prerequisite: None

Textbook Title: Fuller, F., & Larson, B. (2011). *Computers: Understanding technology* (4th ed.). St. Paul, MN: Paradigm.

Learning Outcomes:

Upon completion of this course, by scoring 70% or better on exams and other required assignments, the student:

- Will identify fundamental computer terminology
 - Become acquainted with the acronyms used in computer talk.
 - Become acquainted with the various terms associated with the computer. □ Respond to technical language used.
- Will utilize the Internet and online resources
 - Load a web browser
 - Do research using a search engine
 - Understand URLs
- Will demonstrate an understanding of the concept and use of the computer
 - Distinguish between internal and external uses.
 - Analyze the value of a machine.
 - Know why certain parts are needed.
 - Decide on the best upgrade.

- Will create, edit and format a document on soft copy
 - Use a word processing program with graphics.
 - Create a spreadsheet, use formulas, and prepare a chart
- Use a word processing program with graphics.
 - Identify all major parts.
 - Recognize the use of the parts.
- Know the best types of components for each procedure.
 - Define their properties.

On-Campus Requirement: The final exam must be taken at an approved proctor site. Visit the college website at www.sautech.edu for detailed information.

Modes of Interaction:

- Students **MUST** follow the course calendar. Adherence to this schedule insures successful completion of the course work within the allowed time and student receiving full credit for assigned work. Students must show reasonable progress toward completing the required coursework throughout the semester. Progress is considered to be unsatisfactory when the student has fallen more than two weeks behind the deadlines listed on the course calendar. Students not adhering to this policy may be dropped from the course.
- Students must remain in contact with the instructor throughout the course. Satisfactory contact can be accomplished through weekly submissions of assignments, quizzes, exams and e-mails.
- Incomplete grades are not granted for Internet courses. However, students may request an extension in the event of extraordinary medical or verifiable circumstances. These extensions are for two weeks beyond the end of the semester. Extensions must be requested prior to deadlines.
- Students must contact the instructor to report any technical or personal issues that may prevent reasonable and satisfactory progress in the course.
- Students should pay close attention to the **Learning Guides** for each lesson. The learning guides provide specific details regarding assignments and other activities for each lesson

Methods of Assessment: There will be a variety of activities used in this course to assist and assess you in learning the required materials.

Enrollment Procedures:

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: <http://www.sautech.edu/studentResources/admissions.aspx>

Course Registration Website: <http://www.sautech.edu/studentResources/advising.aspx>

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: <http://www.sautech.edu/lrc/index.aspx>

Bookstore Website: <http://sautech.textbooktech.com>

Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

Other Considerations:

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Word – used to complete assignments and submit to instructor
 - Can be accessed via SkyDrive inside your student email account. **FREE**
 - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
 - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at <http://download.openoffice.fm/free/?pk=26976>
- Adobe Reader 7.0 or higher – used to read files in pdf format
 - Cost: Free
 - Can be downloaded to your computer from <http://www.adobe.com/products/acrobat/readstep2.html>
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
 - Cost: Free
 - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
 - Cost: Free
 - Can be downloaded to your computer from <http://www.macromedia.com/shockwave/download/download.cgi?>
- Windows Media Player – used to listen play audio files
 - Cost: Free
 - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.**)
 - Cost: Free
 - Can be downloaded to your computer from <http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre->