Name: Crecy Ragan
Contact Information:
- E-mail Address: craganhope@gmail.com
- Alternate E-mail: 7ragans@gmail.com
- Phone (call or text): 501.416.9251

Course Description: A course designed to introduce students to the concepts of computer information systems though the application of software packages for microcomputers. Students will gain "hands on" experience using popular business application software including word processing, spreadsheets, databases, and presentation graphics. Students will gain knowledge on the most important topics of the internet. This will include browser/e-mail basics, information sources on the web, downloading and storing data, real-time and mass communication, internet security, social media issues and e-commerce.

Course Prerequisites: This course assumes the student has little or no prior computer knowledge or experience. Typing skills are important but not necessary.

Required/Supplementary Materials:


Fahrenheit 451 by Ray Bradbury, if time we may add another book.

REQUIRED SOFTWARE: Microsoft Office 2016 (Office 365) (must include Word, Excel, Publisher, Access, and PowerPoint)
Approved Storage Device

Learning Objectives:
- Demonstrate knowledge of the fundamentals of computers and computer terminology commonly used with computer hardware and software to accept input, process data, and store data
- Demonstrate key file management skills
- Use at a basic level word processing, spreadsheet applications, and presentation software
- Use the Internet to find information
- Identify internet security concerns (e-commerce and social media)
- Understand how the internet works

**Evaluation and Grading:** Weighted grades are based on total points possible and total points earned. A percentage is computed based on total points earned divided by total points possible. The final grade is awarded based on the following percentages:

- **Grading Scale:** 90% and up = A  
  80% - 89% = B  
  70% - 79% = C  
  60% - 69% = D  
  59% and below = F

- **Late work will be deducted by the following percentages:**
  -10% (1-5 days late), -20% (5-10 days late), -30% (11-15 days late), -40% (16-20 days late), -50% (20-25 days late), 0 credit (26 days or more late)

**Sources of Grades & Weights:**

<table>
<thead>
<tr>
<th>Source</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion/ Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Assignments/Projects</td>
<td>45%</td>
</tr>
<tr>
<td>Exams (Midterm &amp; Final)</td>
<td>20%</td>
</tr>
</tbody>
</table>

**Academic Honesty Policy:** Dishonesty in any form—including plagiarism, turning in assignments prepared by others, unauthorized possession of exams--may result in the student being removed from the class.

**Make-up/Late Work Policy:** Any assignment that is turned in late will not receive full credit. (see grading and evaluation) Quizzes, Final exam and Midterm exam require instructor approval to be made up.

**Time Management Expectations:** In accordance with federal law and federal regulations, for every class hour, the typical student should expect to spend at least two clock hours of problem solving, reading, reviewing, organizing notes, preparing for coming exams/quizzes and other activities that enhance learning. This means you are expected to spend a minimum of four hours per week working on required activities in this course.

**Response Information:** I will check email and phone messages daily, Monday through Friday. My goal is to respond to your questions as quickly as possible, which is usually within a 24 hour period, excluding weekends and holidays.

**Exam and Quiz Information:** There will be random pop quizzes during the year and the midterm and final exam will be taken at our meeting location.

**Instructor Specific Notes:** I recommend working ahead on course work. Assignments will be given in class along with due dates. There are a couple of projects that will need to be worked on over a couple of weeks. Plan accordingly to turn in by due
date. All assignments must be on paper. A printer will be available at HOPE for $.10 a B/W copy and $.25 a color copy.