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MEMORANDUM OF UNDERSTANDING
INDIANA UNIVERSITY - KOKOMO
and
INDIANA VOCATIONAL TECHNICAL COLLEGE


Statement of Purpose

The purpose of this Memorandum of Understanding between Indiana University Kokomo (IU-K) and Indiana Vocational Technical College - Region 5 (IVTC-5) is to provide for transfer of IVTC-5 course credits to IU-K course credits. The course included in this transfer of credit agreement is included in the IVTC-5 curricular offerings beginning Fall Semester 1993. The following course is included in this agreement:


Course Transferring

IVTC-5 Introduction to Microcomputers, CIS 101 to
IU-K 3 hours CSCI UNDI to satisfy Arts and Sciences requirement

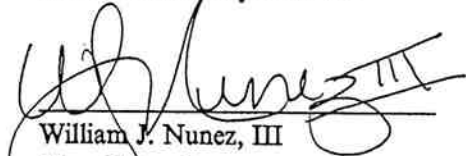
We, the undersigned, commit to this agreement effective Fall Semester 1993.




Erita Hill
Chancellor
Indiana University Kokomo




Shanon Christiansen
Executive Dean
Indiana Vocational Technical College



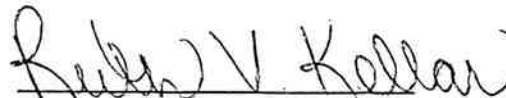
William J. Nunez, III
Vice Chancellor
Indiana University Kokomo



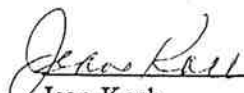
Gene Bruce
Director of Instructional and Student Affairs
Indiana Vocational Technical College



Stuart Green
Dean, Arts and Sciences
Indiana University Kokomo



Ruth Kellar
Academic Coordinator
Indiana Vocational Technical College



Jean Koch
Department Head
Computer Information Systems

Indiana Vocational Technical College

Introduction to Microcomputers

Computer Information Systems

Associate of Applied Science
Technical Certificate
Career Development Certificate

ABBREVIATED TITLE: Intro to Micro

COURSE NUMBER: CIS 101

DIVISION OF PROGRAM: Business Division

CREDIT HOURS: 3

CONTACT HOURS: 4 (4 lecture/lab)

LEVEL OF COURSE: First Semester

PREREQUISITE: None

COURSE DESCRIPTION: Introduces the physical components and operations of microcomputers. The course focuses on computer literacy and provides hands-on training in three areas of application software: word processing, electronic spreadsheets, and database management. Students will learn about MS-DOS version 5.0 and work with WordPerfect 5.1, Lotus 1-2-3 version 2.2, and dBase III plus as examples of common microcomputer software used in today's business world.

COURSE OBJECTIVES: At the completion of this course the student will be able to:

1. Identify the principal hardware components of microcomputers and printers and describe their functions.
2. Understand basic computer terminology.
3. Explain the relationship of computer hardware and software.
4. Power up a microcomputer and use MS-DOS version 5.0 utilities to format diskettes, display directories, copy, create and delete files, and control the operation of the computer.
5. Use word processing application software to create, modify, and print a document.
6. Use spreadsheet application software to create, manipulate and print a spreadsheet.
7. Use database application software to create, manipulate and print a database.

INSTRUCTIONAL METHODS

1. Lecture and discussion of new topics
2. Demonstration programs for new topics
3. Hands-on activities and assignments
4. Review of old topics
5. Quizzes on previously discussed material and reading assignments
6. Individual help on homework assignments

GRADING CRITERIA

A = 900-1000	WordPerfect Assignments	<u>Points</u> 150
B = 800- 899	Lotus Assignments	150
C = 700- 799	dBase III Assignments	150
D = 600- 699	Test I - MS-DOS	100
F = 0- 599	Test II - WordPerfect	150
	Test III - Lotus	150
	Test IV - dBase III+	<u>150</u>
	Total	1000

Tests will be returned for review as quickly as possible after the testing date and kept on file for 30 calendar days after that period. All questions regarding test scores must be handled within 30 days of the test, at which time the test score is considered accurate and tests will be discarded.

TEST MAKE-UP POLICY

1. Arrangements must be made in advance of the scheduled test time.
2. Test make-up will be permitted for excused absences only.
3. Any student missing a test should arrange to make up the test as soon as possible.
4. A score of zero will be assessed for any missed quiz, test, project or assignment.

LATE PROJECTS AND ASSIGNMENTS

1. All projects must be turned in for a grade to be assigned in the course.
2. The final project will not be accepted late without prior arrangements being made.

IVY TECH POLICY

When a student has been absent for two consecutive class meetings or five consecutive hours, the instructor will notify the Department Head for follow-up. Whenever a student is absent (and unexcused for such an absence) for four consecutive class meetings or ten consecutive hours (whichever comes first), the instructor will assume the student does not intend to return to class and will annotate the student's attendance record accordingly and process a Student Advisory Follow-Up requesting withdrawal from class. However, if this situation occurs after the 12th week of the term, an "F" grade will result. An incomplete (I) may be given by a course instructor only when extenuating circumstances exist; students will not be assigned an "I" grade as a result of unexcused absences.

COMPUTER EQUIPMENT USED: Personal microcomputers and printers

REQUIRED TEXTBOOK: Learning to Use Microcomputer Applications:
WordPerfect 5.1
Lotus 1-2-3 Release 2.2
dBase III plus
By Shelly/Cashman

CLASS SCHEDULE

WEEK	LECTURE TOPICS	ASSIGNMENT
1	Safety Unit Course Outline Introduction to course Keyboard Exercise Introduction to MS-DOS	Read COM 1-16 Read DOS 1-24
2	DOS Exercises	Read DOS 25-47
3	DOS Exercises	
4	Finish DOS Exercises Review for DOS quiz DOS Quiz Introduction to WordPerfect	Read WP 1-34
5	WordPerfect Exercises WordPerfect Exercises	Read WP 38-79 Read WP 83-109
6	WordPerfect Exercises WordPerfect Exercises	Read WP 112-144
7	WordPerfect Exercises WordPerfect Review Finish WordPerfect Exercises	Personal Resume
8	WordPerfect Test Introduction to Lotus 1-2-3	Read L 1-40 Read L 44-84
9	Lotus Exercises Lotus Exercises	Read L 92-122
10	Lotus Exercises Lotus Exercises	Read L 123-146 Read L 153-164

11	Lotus Exercises	Read L 192-223
	Lotus Graph and Database Exercises	Read L 228-233
12	Lotus Review Finish Lotus Exercises	
	Lotus Test	Read dB 1-34
13	Introduction to dBase III	Read dB 41-64
	dBase Exercises	Read dB 78-109
14	dBase Exercises	Read dB 116-133
	dBase Exercises	Read dB 142-170
15	dBase Exercises	Read dB 178-199
	dBase Review Finish dBase Exercises	
16	dBase Test	