



El Camino College Distance Education Course Information

Course Title: CIS 13 Introduction to Computers

Section(s): 4344

Required Orientation Meeting On Campus:

Wednesday, February 17, from 4:00 p.m. to 6:00 p.m., in
the Math/Computer Science Building **MCS 111**
(Entrance is outside building at the southwest stairs)

INSTRUCTOR: Jacquie Thompson

EMAIL: jthompso@elcamino.edu

TELEPHONE: 310-660-3593 ext. 5206

OFFICE HOURS:

Monday/Wednesday 7:00 - 8:00 am MCS 109

Tuesday/Thursday 4:45 – 5:45 pm MCS 111

REQUIRED COURSE INFORMATION

Textbooks Required:

- Tomorrow's Technology and You, Complete 9th Edition Beekman, George and Beekman, Ben 2009 ISBN 10: 0-13-504504-5 or ISBN 13:978-0-13-504504-6
- Go! With Microsoft Office 2007 with an Additional Chapter on Getting Started with Microsoft Vista CIS 13 Introduction to Computers The Computer

Information Department El Camino College ISBN:0-536-43451-4 This book is taken from two textbooks published by Pearson Custom Publishing for ECC
Software: Microsoft Office 2007 is required for this course from the first day as well as a reliable Internet connection.

- Microsoft Office 2007 Professional Plus Edition or higher. The California Community College Foundation has arranged a special price for students of California Community Colleges. Contact <http://www.JourneyEd.com/SELECT> , the price is \$69.98. This software requires Window XP or VISTA. Although, there will be some questions regarding Vista on the test, you are not required to have VISTA installed on your home computer.
- Currently the cheapest price for Microsoft Office 2007 is at “the Ultimate Steal” which is sponsored by Microsoft Office. It is a better version, Microsoft Office 2007 Ultimate. The price is 59.98 at <http://www.theultimatesteal.com> .
- Microsoft Vista operating system is not required for this class. It is the operating system used in the on-campus versions of this class. However, if you are interested in upgrading to Vista, the first step is to evaluate your computer and the software you wish to use. Older software you are currently using may not work on the new operating system; this includes device drivers for such things as video cards, printers, speakers and any other device that you may have connected to your current computer.
 - There are many evaluation testing sites. There may be one from the manufacturer of your computer. This is the Microsoft Vista Upgrade Advisor, <http://www.microsoft.com/windows/windows-vista/get/upgrade-advisor.aspx> .
- Currently this is the cheapest price for Vista and Microsoft Office 2007.<http://www.JourneyEd.com/SELECT> is sponsored by the Foundation for California Community Colleges. The site will ask you for the following information: College, California, and El Camino College. Then, you may pick the packages that you want to purchase.
- Mac users may check these sources for the Microsoft Office 2008 for the Mac.