

CIS 110: Introduction to Computers Lab

Section 106
Wed., 12:00 – 1:40
Room 983, Tech Center

Instructor: John Hurlburt
Office: 971 Tech Center
Phone: 919-536-7235 x 8155
E-mail: hurlburtj@durhamtech.edu

Required Materials

- *Computers and Technology in a Changing Society*. Morley. Thomson/Course Technology. (9780619267674)
- *CIS 110: Introduction to Computers*. Shelly/Cashman/Vermaat. Cengage Learning. (1435428447)
- Bundle of both (0324810601)
- USB Flash Drive

Course Policies/Info

Lab Assignments

Lab assignments must be submitted on or before the due date shown on the lab calendar and will not be accepted late (resulting in a grade of zero), unless you have requested an extension in advance.

Withdrawal from Class

To officially withdraw from a class and receive a grade of "W", a student must complete and submit a withdrawal form to the Admissions and Registration Office by the official 60 percent point of the semester (**October 27**). Students who do not follow this procedure will not be officially withdrawn from the class and will receive a final grade for the class that takes into account all work

completed with zero credit for work that is missed or not completed.

Student Responsibilities

If extenuating circumstances prevent you from attending a class, make arrangements with a classmate to go over the material you missed and get any assignments that might have been distributed. The responsibility for obtaining and completing all missed work is yours.

You should plan to spend several hours per week outside the classroom studying and/or working on assignments.

Interaction with the instructor and fellow students is an integral part of the learning process. I encourage you to help one another with the assignments and in the classroom, but you must personally use the keyboard or mouse for all keystrokes/mouse actions required to complete the work. All work submitted for grading must be your own.

In the Classroom

Food, drinks, and children are not allowed in the college's computer classrooms or labs.

Turn off all wireless phones and beepers during class time, unless you have notified me that you need to be available to receive an emergency call.

Please inform me prior to the start of a class if you will have to leave early.

Do feel free to ask questions in class. If you are confused, it is likely that some of your classmates are, also. *If necessary, make an appointment to meet with me outside of class time for student advising or extra help with your course work.* Times that I am available for student advising will be shown on my work schedule, posted beside my office door.

Other Policies

Familiarize yourself with other policies by reading the **Standard DTCC Policies** **handout**.

Computer Lab

The computer lab is in room 1303 in the Wynn Center. Hours are 9:00 am to 8:00 pm, Monday – Thursday, 9:00 am to 2:00 pm on Friday, and 10:00 am to 2:00 pm on Saturday. Office 2007 is installed. You must show your Durham Tech ID card to use the lab.

Lab Calendar

Date	Class Subject	Read/Work on	Hand in
08/20	Course Orientation, Introduction to Windows XP and Windows Explorer		
08/27	Windows Explorer, cont'd.	Windows XP Ch. 1	
09/03	1) Windows Explorer, cont'd. 2) Download data files for the semester. Make sure you bring your flash drive! 3) Introduction to Blackboard	Windows XP Ch. 1 Bring flash drive to class	
09/10	Creating and Editing a Word Document	Word Ch. 1, Apply Your Knowledge, Extend Your Knowledge, Make It Right	WINDOWS EXPLORER EXERCISE
09/17	Creating a Research Paper	Word Ch. 2, AEM	WORD EXERCISE 1
09/24	Creating and Editing a Presentation	PowerPoint Ch. 1, AEM	WORD EXERCISE 2
10/01	Creating a Presentation with Illustrations and Shapes	PowerPoint Ch. 2, AEM	POWERPOINT EXERCISE 1
10/08	Introduction to Excel	Excel Ch. 1	POWERPOINT EXERCISE 2
10/22	Excel Introduction, cont'd.	Excel Ch. 1	
10/27	<i>Last Day to Withdraw with a "W" grade</i>		
10/29	Creating a Worksheet and an Embedded Chart	Excel Ch. 1, AEM	EXCEL EXERCISE 1
11/05	Formulas, Functions, Formatting, and Web Queries	Excel Ch. 2, AEM	EXCEL EXERCISE 2
11/12	Introduction to Databases	Access Ch. 1	EXCEL EXERCISE 3
11/19	Creating and Using a Database	Access Ch. 1, AEM	
12/03	Introduction to Database Queries	Access Ch. 2	ACCESS EXERCISE 1
12/10	Querying a Database	Access Ch. 2, AEM	
12/17	Complete Access Exercise 2	Access Ch. 2	ACCESS EXERCISE 2