

**CIS 110 SECTIONS 190 & 191  
ONLINE COURSE SYLLABUS  
Fall semester 2008**

**INSTRUCTOR:**

Margaret Newhouse

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**REQUIRED MATERIALS:**

**Office 2007 Professional** for Windows (Word 2007, Excel 2007, Powerpoint 2007 and Access 2007)

**Textbook:** Computers and Technology in a Changing Society, Edition 2 (by Deborah Morley)  
(ISBN #9780619267674)

**Textbook:** Custom book entitled CIS 110 Introduction to Computers (based on MS Office 2007: Introductory Concepts and Techniques Windows XP Edition by Shelly, Cashman, & Vermaat, ISBN #9781418843281)  
(Custom book for Durham Tech: ISBN #1435428447)

**COURSE DESCRIPTION:**

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics. See a complete course description at

<http://www.durhamtech.edu/html/prospective/coursedescriptions/courseoutlines/CIS110.pdf>

**INFORMATION SYSTEMS TECHNOLOGY DEPARTMENT INFORMATION:**

For more information on a variety of topics related to this department, visit

<http://www.durhamtech.edu/html/prospective/programsofstudy/infosyst/index.htm>

**STUDENT COMPUTER LABS:**

Student computer labs are available in the Campus Learning Center Computer Lab, Room 1303 (3rd Floor), Wynn Student Services Building for your use. You will need to show your student ID. See

[http://courses.durhamtech.edu/wiki/index.php/Computer\\_Labs](http://courses.durhamtech.edu/wiki/index.php/Computer_Labs) for the hours available.

**APPROPRIATE USE OF COMPUTING RESOURCES POLICY:**

The college's appropriate use policy for computers can be found at

<http://www.durhamtech.edu/html/prospective/studentervicesc.htm#computing>

Anyone who violates this policy is subject to the College's student code of conduct and possible criminal complaint or civil action for damages.

### **LIBRARY ACCESS:**

Durham Tech has an extensive collection of print sources as well as online database collections. The library catalogue and online databases are available at <http://www.durhamtech.edu/library.htm> . Remote access database passwords are available at the circulation desk or by email by clicking on the “Ask a librarian” link. The online catalogue and library hours are also available on the library’s website. Librarians can be reached by telephone at 919-536-7211 or by email at [library@durhamtech.edu](mailto:library@durhamtech.edu) .

### **ASSIGNMENTS:**

Assignments must be submitted on or before the due date, which is usually Sunday at 12 midnight of the assigned week. No late assignments will be accepted, **unless you have requested and received an extension in advance**. Points will be deducted from late assignments, starting with 5 points and increasing by 1 for each additional day that it is late.

### **GRADING:**

There will be 12 grades awarded, which will be averaged to determine your final grade. Those grades are for:

- 1 Windows and Internet test
- 4 tests on the Computers and Technology textbook readings (may include other questions also)
- 6 application assignments (2 Word, 2 Excel, 1 Access and 1 PowerPoint)
- 1 attendance grade (see Attendance below)

**Grading Scale:**                    A (90-100), B (80-89), C (70-79), D (60-69), F (0-59)

### **ATTENDANCE:**

Students are required to login to Blackboard and post to the Discussion Board each week. The deadline each week is Sunday at 12 midnight. (No points will be given for late postings!) You may receive up to 6 points each week (the total for 16 weeks will be 96) for doing the following:

- 1) Reply to the discussion topic that I have posted (1-4 points)
- 2) Start a topic or reply to a classmate who has already started a topic during the week (2 points)

The extra 4 points will be awarded for completing the Homepage assignment, for a total attendance grade of 100 points.

Durham Tech has an 85% attendance requirement, with no excused absences. Students who miss more than 15% of the class may receive an F2 grade. See more information at <http://www.durhamtech.edu/html/prospective/academicinfob.htm#attendance>

### **WITHDRAWAL:**

To officially withdraw from a class, a student must complete a withdrawal form and submit it to the Registration Office prior to Monday, October 27, 2008. If this procedure is not followed, the student will receive a final grade for the class that takes into account all work completed, including zero credit for work missed or not completed. This grade may be an F2 if Durham Tech attendance requirements have not been met.

**DURHAM TECH STUDENT CODE OF CONDUCT:**

<http://www.durhamtech.edu/html/prospective/studentservicesb.htm#conduct>

**DURHAM TECH ACADEMIC HONESTY POLICY:**

<http://www.durhamtech.edu/html/prospective/academicinfob.htm#honesty>

**SPECIAL ASSISTANCE FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 536-7200, Ext. 1413, or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309 (3rd floor).

**Course Schedule \***  
**CIS 110 – Sections 190 & 191**  
**Fall semester 2008**  
**Margaret Newhouse, Instructor**

<b>Week Number</b>	<b>Computers &amp; Technology Textbook</b>	<b>CIS 110 Intro to Computers Textbook</b>	<b>Assignment Due</b>
<b>1</b> - (8/18-8/24)	Intro to Computers and Technology – Chapter 1	View PowerPoint on Computers	Homepage in Blackboard
<b>2</b> - (8/25-9/1)	Intro to Computers and Technology – Chapter 1	Windows chapter	
<b>3</b> - (9/2-9/7)	Hardware and Software – Chapter 2	Windows chapter	Windows & Internet test
<b>4</b> - (9/8-9/14)	Hardware and Software – Chapter 2	Word, Chapter 1	Computers & Technology test 1
<b>5</b> - (9/15-9/21)	Cyberspace – Chapter 3	Word, Chapter 1	Word Part 1 assignment
<b>6</b> - (9/22-9/28)	Cyberspace – Chapter 3	Word, Chapter 2	
<b>7</b> - (9/29-10/5)	Security – Chapter 4	Word, Chapter 2	Word Part 2 assignment
<b>8</b> - (10/6-10/19) (2 weeks)	Security – Chapter 4		Computers & Technology test 2
<b>9</b> - (10/20-10/26)	Privacy – Chapter 5	Excel, Chapter 1	Excel Part 1 assignment
<b>10</b> - (10/27-11/2)	Privacy – Chapter 5	Excel, Chapter 2	
<b>11</b> - (11/3-11/9)	Ethics and Intellectual Property Rights – Chapter 6		Excel Part 2 assignment
<b>12</b> - (11/10-11/16)	Ethics and Intellectual Property Rights – Chapter 6	Access, Chapter 1	Computers & Technology test 3
<b>13</b> - (11/17-11/23)	Health, Access, and the Environment – Chapter 7	Access, Chapter 1	Access assignment
<b>14</b> - (11/24-11/30)	Health, Access, and the Environment – Chapter 7	PowerPoint, Chapter 1	
<b>15</b> - (12/1-12/7)	Emerging Technologies – Chapter 8	PowerPoint, Chapter 2	PowerPoint assignment
<b>16</b> - (12/8-12/14)	Emerging Technologies – Chapter 8		Computers & Technology test 4

**Note: Last day to withdraw with a non-punitive grade of “W” is Monday, October 27, 2008.**

**\*This is a tentative schedule. The instructor reserves the right to make changes to this schedule. Any changes will be announced in Blackboard.**