

# CIS 110-701 Intro to Computers Syllabus & Schedule - Fall Semester 2008

**INSTRUCTOR:** Carol Zylbert  
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## **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.

Course Hours Per Week: Class, 2; Lab, 2

Semester Hours Credit: 3

## **TEXT and OTHER REQUIRED MATERIALS**

- 1) Computers and Technology in a Changing Society, Morley, Thomson/Course Technology, 2d Edition
- 2) Microsoft Office 2007 Introductory Concepts and Techniques, Windows XP Edition, spiral-bound, Shelly/Cashman

### **GRADING:**

4 Tests on Lecture Material	50%
3 Tests on Lab Material (MS Office) Presentation	30%
	20%

### **SCALE:**

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

## **ATTENDANCE and MAKEUP**

Students are expected to attend all class meetings. Durham Tech policy allows you to be absent up to 15% of class time, or 10 class meetings. There are no “excused” absences. In the event of absence, it is the student’s responsibility to catch up on work missed. Make-up tests will be given during a lab day.

**NO WORK WILL BE ACCEPTED AFTER THE END OF THE LAST CLASS.**

## **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 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.

## TUTORIAL SERVICES

Students who need tutorial assistance in this course may be referred to the Campus Learning Center (CLC), on the third floor of the [Phail Wynn, Jr. Student Services Center](#). This term's schedule of free tutorial services is available in the CLC and is posted on bulletin boards around campus. For more information, call the CLC at 686-3554.

## STUDENT CODE OF CONDUCT

### ACADEMIC HONESTY AND INTEGRITY

Students are expected to complete assignments individually unless a specific group project is assigned. ***Except in the case of group projects, all work turned in for a grade must be the student's own, individual work, not the product of collaboration.*** Any cheating or unauthorized collaboration, whether active or passive, is expressly forbidden. Anyone caught cheating will fail the course. ***ALL TESTS AND QUIZZES ARE CLOSED-BOOK.***

According to the [2006-2007 Catalog and Student Handbook](#), "Durham Technical Community College demands complete academic integrity from each student. Academic dishonesty is the participation or collaboration in specific prohibited forms of conduct" (24). Academic dishonesty includes the following:

- Registering for a course not approved by a student advisor;
- Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises;
- **Plagiarism, which is defined as the intentional representation of another person's work, words, thoughts, or ideas, including material from the Internet, as one's own;**
- Unauthorized possession of any academic material, such as tests, research papers, assignments, or similar materials; or
- Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.

The Violation Procedure for the Academic Honesty Policy is available in the Catalog and Student Handbook. Please note that as the Catalog and Student Handbook is updated, campus policies may change. See Academic Appeals (in online college catalog): <http://www.durhamtech.edu/html/prospective/academicinfoa.htm#appeal>

**A copy of this Lecture Syllabus and Schedule is available in the Course Information section of the course's Blackboard website.**

## August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 Introduction Registration	27 Chapter 1	28 Chapter 1	29 Word In the Lab 2 p. WD 1.67	30
31						

## September 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>Labor Day</b>	2 Chapter 2	3 Chapter 2	4 Word Project 2	5 Word Project 2	6
7	8	9 <b>Test 1 (Ch 1-2)</b>	10 Word In the Lab #2 WD 2.60	11 Word In the Lab #2 WD 2.60	12 Word In the Lab #2 WD 2.60	13
14	15	16 Chapter 3	17 Chapter 3	18 <b>no class</b>	19 <b>Word Test</b>	20
21	22	23 Chapter 4	24 Chapter 4	25 PowerPoint Project 1	26 PowerPoint In the Lab #3 PP 1.74	27
28	29	30 <b>Teacher Work Day</b>				

## October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <b>Test 2 (Ch 3-4)</b>	2 PowerPoint Project 2	3 PowerPoint Project 2	4
5	6	7 Chapter 5	8 Chapter 5	9 <b>no class</b>	10 PP Cases & Places #1 PP 2.64	11
12	13	14 <b>no class</b>	15 <b>no class</b>	16 <b>no class</b>	17 <b>no class</b>	18
19	20	21 Chapter 6	22 Chapter 6	23 Excel Project 1	24 Excel Project 1	25
26	27	28 <b>Test 3 (Ch 5-6)</b>	29 Excel Project 1	30 Excel In the Lab #2 E 1.59	31 Excel In the Lab #2 E 1.59	

## November 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 <b>Teacher Work Day</b>	5 Chapter 7	6 Excel Project 2	7 Excel In the Lab #3 E 2.74	8
9	10	11 <b>Veterans' Day</b>	12 Chapter 8	13 Excel Cases & Places #7 E 2.80	14 <b>Excel Test</b>	15
16	17	18 Access Project 1	19 Access Project 1	20 Access In the Lab #3 A 1.60	21 <b>Test 4 (Ch 7-8)</b>	22
23	24	25 <b>no class</b>	26 <b>Teacher Work Day</b>	27 <b>Thanks- giving</b>	28 <b>Teacher Work Day</b>	29
30						

# December 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Access In the Lab #3 A 1.60	3 Access In the Lab #3 A 1.60	4 Access Project 2	5 Access Project 2	6
7	8	9 Access In the Lab #3 A 2.46	10 Access In the Lab #3 A 2.46	11 <b>no class</b>	12 <b>Access Test</b>	13
14	15	16 Project Presentations	17 Project Presentations	18 Project Presentations	19 Project Presentations	20
21	22	23	24	25	26	27
28	29	30	31			