

CIS 110	Introduction to Computers		Section 765
Instructor	Semester	Lecture	Lab
Ronald W Garrison	2008 fall	M 5:45–7:25	W 5:45–7:25
Telephone	Location	e-mail	CIS 110 Web Page
919-951-8413	204 OCC1	Rgarri son1@nc. rr. com	www. scsi te. com

COURSE DESCRIPTION

Prerequisites: none

Co-requisites: none

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 (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).* Course Hours per week: class, 2. lab, 2. Semester hours credit: 3.

LEARNING OUTCOMES

Upon completion of this course, the student will be able to:

- Identify hardware components and their function.
- Organize files and folders on a computer.
- Perform routine computer tasks and operations.
- Explain the history and effective use of the Internet.
- Access, and effectively use, the Internet.
- Outline the physical, mental, ethical, legal and social issues associated with computer use.
- Demonstrate awareness of security issues with computer and Internet usage.
- Develop documents such as flyers, banners, newsletters and cards using a word processing application.
- Create an electronic spreadsheet.
- Use mathematical formulas for business analysis in a spreadsheet.
- Develop a database and insert, update and delete records from database tables.
- Create database queries, forms and reports.
- Develop multimedia business presentations.

TEXTBOOKS AND SUPPLIES

Computers and Technology in a Changing Society (Second Edition)

Deborah Morley

ISBN: 0-619-26767-4

CIS 110: Introduction To Computers (Durham Technical Community College edition)

(Gary B Shelly, Thomas J Cashman, Misty E Vermaat)

ISBN-13: 978-4354-2844-7

ISBN-10: 1-4354-2844-7

OR

Microsoft Office-2007: Introductory Concepts and Techniques (Windows XP Edition)

(Gary B Shelly, Thomas J Cashman, Misty E Vermaat)
ISBN: 1-4188-4328-8

USB flash drive (student's choice)

GRADING

Course grade	% of grade
Exams (3)	50 (15+15+20)
Quizzes (Q) and group activity (GA)	40 (Q 20, GA 20)
Class work	10

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

ATTENDANCE

Students may officially withdraw from the course and receive a grade of *W* up to the 60 percent point of the semester (October 27, 2008). To officially withdraw from the course, a student must complete and submit an official withdrawal form to the Admissions and Registration Office prior to the official 60 percent point of the semester.

A student who does not follow these steps to withdraw officially by the 60 percent point (October 27, 2008) will receive a grade based on work done for the course, including zeroes for assignments not completed. The instructor will not fill out drop forms, nor assume responsibility for delivering drop forms to the Registration Office. Students must contact the instructor or the instructor's supervisor if an emergency prevents following the above steps. *A student cannot drop the class merely by ceasing to attend.* The student must fill out a withdrawal form at the Admissions and Registration Office and follow the above-mentioned guidelines; otherwise, the student will receive an *F2* for the course, rather than a *W*.

ACADEMIC INTEGRITY

According to the *2006-2007 Catalog and Student Handbook*, Durham Technical Community College demands complete academic integrity from each student.

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.

WITHDRAWAL

To officially withdraw from a class, a student must complete and submit a withdrawal form to the Admissions and Registration Office prior to the official 60% point of the semester (October 27, 2008). Students who do not follow this procedure for withdrawing from class 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.

CLASSROOM ATMOSPHERE

Classrooms are a place for serious academic inquiry, and for the practice of college-level thinking. To create a positive learning atmosphere for all students, please abide by the following classroom rules:

Cell phones and pagers: During class, turn cell phones and pagers off or switch them to silent. Receiving or making a call during class will not be excused. I encourage you to give the number of the security office (686-3382) to your emergency contacts; an officer will come to you in class if an emergency is called in.

Side conversations: Questions are expected and welcome. However, please do not hold side conversations while the instructor or classmates are explaining things. Ask the instructor first, not a neighbor, if you have any questions.

Language and respect: Vulgar language is not allowed in the classroom. More generally, please show tolerance and respect to all members of the class.

Dominating the class conversation: Many subjects in the class will be open to group discussion. The instructor may ask an individual to allow others to voice their opinions, so that the class can address more perspectives, if anyone appears to be dominating the conversation. The best way to understand new concepts is to talk about them from different points of view, and allowing everyone the chance to participate is the best way to accomplish this goal.

Attendance: Once you enter the room, you are expected to remain present for the full class period, and not leave without permission, and only under extreme circumstances. Wandering in and out of the classroom is distracting to the instructor and your classmates.

Food or drink: No food or drink is allowed in the college's classrooms or computer labs.

Children: The college does not permit a student to attend class with a child, or to leave a child unattended on campus while attending class.

Recreational computing: Please do not engage in recreational computing during class time. Engage in PC activity only when designated. Infractions will be considered as non-participatory, disinterested, distracting and disruptive behavior. During lab time, students are expected to pursue concepts and knowledge relevant to the course content.

Printing: Please limit printing to course-based assignments, and less than 10 pages at a time. Please be respectful by not printing during lecture.

STUDENTS WITH DISABILITIES

Students requesting academic accommodations due to any physical, psychological, or learning disability should contact a Disability Services counselor for assistance. Students with pre-existing or chronic health conditions requiring potential

emergency medical attention are also encouraged to contact a Disability Services counselor. Call (919) 536-7208 or visit the Student Development Office, Phail Wynn Jr Student Services Center, room 1309 for more information.

CAMPUS LEARNING CENTER

Students who need tutorial assistance may be referred to the Campus Learning Center (CLC), in the Phail Wynn Jr Student Services Center (third floor). This term's schedule of free tutorial services is available in the CLC and is posted online and on bulletin boards around campus. For more information, call the CLC (686-3554), or visit the CLC web pages at <http://www.durhamtech.edu/clc.htm>.

LIBRARY ACCESS

Durham Tech has an extensive collection of print sources and 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 e-mail by clicking on the *Ask a librarian* link. The online catalogue and library hours are also available on the library's Web site. Librarians can be reached at 919-686-3369, or at library@durhamtech.edu.

COMPUTER LABS LOCATIONS AND HOURS

The most up-to-date computer lab schedules can be accessed at <http://courses.durhamtech.edu/computerlabs.cfm>. Select computer lab information is as follows:

Library (ERC) computer labs

Hours of operation: Monday–Thursday (8:00 a.m.–9:00 p.m.), Friday (8:00 a.m.–5:00 p.m.), Saturday (9:00 a.m.–2:00 p.m.)

Upstairs Lab: Internet only; *Downstairs Lab:* word processing and Internet (Upstairs lab is unavailable if a Library Orientation is in session.)

Tech center computer lab (Room 965)

Hours of Operation: Monday–Thursday (8:30 a.m.–8:30 p.m.), Friday (8:30 a.m.–2:00 p.m.)

CLC Computer Lab (1305 Phail Wynn, Jr Student Services Center)

Hours of Operation: Monday–Thursday (8:30 a.m.–8:00 p.m.), Friday (8:30 a.m.–4:00 p.m.)

(Note that a current Student ID is required for entry into a computer lab. Student IDs are available at the Security Annex.)

COURSE POLICIES

Examination and Quiz Policy

Three announced examinations (including the final exam), and a few unannounced quizzes, will be given. No make-up exams will be allowed without prior arrangements. Make-up exams must be taken when scheduled. No quiz or GA make-ups are allowed.

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

Chapter reading assignments include *Special Features* at the end of some chapters; tests may include questions over this additional content.

PLANNED COURSE OUTLINE

The following plan is tentative, and may change depending upon the circumstances. For each date: The first row is reading assignment; the second is in-class activity.

MP → Morley/Parker (*Computers and Technology in a Changing Society*)
O7 → the Office 2007 book (*Introduction To Computers OR Microsoft Office 2007*)
WIN → Microsoft Windows XP and Office 2007 WD → Microsoft Word 2007
EX → Microsoft Excel 2007 AC → Microsoft Access 2007
PPT → Microsoft PowerPoint 2007

Exercises (at ends of chapters and otherwise):

GA	Group Activity
SEL	Student Edition Labs (course.com/ctcs/)
AYK	Apply Your Knowledge
EYK	Extend Your Knowledge
MIR	Make It Right
ITL	In The Lab
LIO	Learn It Online
CAP	Cases And Places

<i>August 2008</i>						
17	18	19	20	21	22	23
	MP ch 1		O7 ch 1, 2			
	Introductions; MP ch 1					
24	25	26	27	28	29	30
	MP ch 1		WD ch 1			
	SEL intro/signup; lab: Word Processing		LIO: Who Wants To Be a Computer Genius?			
31						
<i>September 2008</i>						
	1	2	3	4	5	6
	MP ch 2		WD ch 1			
			AYK, MIR			
7	8	9	10	11	12	13
	MP ch 2		WD ch 1			
	SEL: Using Input Devices		ITL: lab 2			
14	15	16	17	18	19	20
	MP ch 3		WD ch 2			
			LIO: Practice Test			
21	22	23	24	25	26	27
	MP ch 3		WD ch 2			
	SEL: Getting the Most Out of the Internet		GA #1 assigned CAP: #4 (month you were born)			
28	29	30				
	MP ch 4					
	Test #1					
<i>October 2008</i>						
			1	2	3	4
			EX ch 1			
			LIO: Crossword Puzzle Challenge			
5	6	7	8	9	10	11
	MP ch 4		EX ch 1			
	SEL: Backing Up Your Computer		Present GA #1; ITL: Lab #1			
12	13	14	15	16	17	18
	MP ch 5					
19	20	21	22	23	24	25
	MP ch 5		EX ch 2			
			AYK			
26	27	28	29	30	31	
	MP ch 5		EX ch 2			
	SEL: Protecting Your Privacy Online		MIR; CAP: weight loss plan worksheet			
<i>November 2008</i>						
					1	
2	3	4	5	6	7	8
	MP ch 6		AC ch 1			
			LIO: Chapter Reinforcement			
9	10	11	12	13	14	15
	MP ch 6		AC ch 1			
	Installing and uninstalling software		GA # 2 assigned CAP: E-commerce database			
16	17	18	19	20	21	22
	MP ch 7		AC ch 2			
	Test #2		LIO: Wheel Of Terms			
23	24	25	26	27	28	29
	MP ch 7		AC ch 2			
	SEL: Web design principles		Present GA #2; MIR			
30						
<i>December 2008</i>						
	1	2	3	4	5	6
	MP ch 8		PPT ch 1			
			AYK, EYK			
7	8	9	10	11	12	13
	MP ch 8		PPT ch 1, 2			
	SEL: Wireless Networking		MIR: Formatting and List			

			Levels			
	15	16	17	18	19	20
	Course review		PPT ch 2			
			Final exam and makeups			

APPROPRIATE USE POLICY: DURHAM TECHNICAL COMMUNITY COLLEGE COMPUTING RESOURCES¹

Durham Technical Community College provides a variety of computing resources to faculty, staff, students, and (in some cases) other members of the public. The appropriate use of these resources, including personal computers, servers, networks, data sets, printers, Internet access, and software, is the subject of this policy.

The College's Rights

The College owns most of the computers and all of the internal computer networks used on campus. The College has rights to the software and information residing on, developed on, or licensed for these computers and networks. The College has the right to administer, protect, and monitor this collection of computers, software, and networks. The College has the right to establish standards for security, privacy and data integrity on its computing systems as it deems appropriate. Furthermore, the College may determine the nature and extent of access to computer resources, may deny individuals access to computer systems and networks, and may determine who may connect a device to the computer system and the specifications for such a device.

The Individual's Responsibilities

Use these computers for instruction, research, learning, and administration only.

Durham Tech computers are for Durham Tech use. They may not be used for outside business projects or personal activities.

Respect licensing and copyright laws. All software installed or used on Durham Tech computers must be legally licensed for use on the college premises. Do not copy copyrighted software from computers on campus or install software on campus computers that is not legally licensed. Licenses for software purchased by Durham Tech will be kept on file in the ITSD area. All other software licenses obtained by faculty and staff must be maintained by that user and produced upon request for verification. This includes all software including but not limited to freeware, shareware, and complementary software provided to faculty. Students are not allowed to load software unless under the direction of the faculty or staff. *Maintain secure passwords.* Account passwords may not be shared with anyone, except instructors in certain cases. Use valid passwords that include at least one non-letter character and change them at least every four months.

Protect College computer facilities. Users are expected to abide by all federal and state laws governing computer use.² Users may not attempt to evade, disable or "crack" passwords or other security provisions. Also, users may not knowingly install any virus or destructive computer program onto campus computers.

Other Limitations and Warnings

Resource limits may be imposed on all systems. Users must abide by any resource limits set.

Privacy is not guaranteed. While there are technical and administrative policies in place that should protect computer information, computer data security is never perfect.

Unauthorized computer users may be able to breach security restrictions and gain access to your files.

Misdirected e-mail is not uncommon. Your e-mail messages may be seen by unintended recipients at Durham Tech, or elsewhere on the Internet. If e-mail is considered confidential it should be sent by other means.

Systems administrators and other staff members may require access to files on any Durham Tech computers to perform audits or resolve technical problems. The College has the right to monitor email transmission over its internal computer network. Legal mandates regarding confidentiality will be observed by computer staff when accessing data files.

Users are responsible for backing up their data. Users are responsible for backing up their own data files unless told that backup services are provided for their system.

Sanctions

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

¹ **Approved by the Durham Technical Community College Board of Trustees, July 1998.**

² **It is a violation of federal and/or state criminal status for a person to knowingly access, or attempt to access, a computer, computer system, computer network or any part thereof, for the purpose of (i) devising or executing any scheme or artifice to defraud; (ii) services by means of false or fraudulent pretenses, representations or promises; (iii) unauthorized access; (iv) altering, damaging or destroying either computer hardware, software, or data; (v) without authorization, denying or causing the denial of computer system services to any authorized user of such computer system services; (vi) transmitting a computer virus with the intent to cause damage; (vii) transmitting without proper authorization a program, information, code or command with reckless disregard of a substantial and unjustifiable risk that the transmission will cause damage; or (viii) trafficking in passwords with the intent to defraud. In many cases such violations are felonies and carry penalties of up to ten years in prison [18 U.S.C. 1030; N.C. Gen. Stat. 14-453 to 14-456].**