

SYLLABUS- Fall Semester 2008/ CIS 110 Section 103
Durham Technical Community College
Intro to Computers
Microsoft Office 2007: Introductory Concepts and Techniques,
Windows XP Edition

Days & Times: Thursday 10:00am-11:40pm

Location: Tech Center Room 983

Instructor: Mrs. Shirl Woods

Computer Programming and Applications

Information Systems Technologies Department

Office: Basic Skills Center Room 603K Fri 2-3

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Course Description:

This course provides an overview of Microcomputer applications including a brief introduction to computer concepts, Microsoft Windows XP, Microsoft Office 2007, Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office Access 2007, and Microsoft Office PowerPoint 2007

Course Hours Per Week: Class (0) Lab (2)

Semester Hours Credit: (1)

Text/Materials:

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Text: CIS 110 Introduction to Computers

Shelly/Cashman/Vermaat ISBN: 9781418843281

Publisher: Thompson Course Tech

Student Resources: <http://www.course.com/studentcenter/downloads>

<http://courses.durhamtech.edu/wiki/images/0/02/Bb7StudentLogin2.pdf>

Find your course outline at:

<http://www.durhamtech.edu/html/prospective/coursedescriptions/coursedescriptions.htm>

Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Group Assignments: There will be one PowerPoint presentation assigned which will require a team effort.
4. Participation: Student participation will be graded by the level of class participation and attendance.

Grading:

Home Page

5%

Assignments

30%

Group Presentation

15%

Scale

A - 100

B 80- 89

C 70 - 79

D 60 – 69

F 0-59

Assignment and Exam Policies

Any activities completed individually, in pairs, groups, or as a class, may carry an assigned point value and will contribute to your grade as an assignment. Assignments may include questions, programs, in-class participation, or team assignments. Assignments are to be completed individually unless otherwise specified. Submission of assignments will vary and include typed printouts, the use of Blackboard to answer questions or upload files, or demonstrations to the instructor or class.

If an assignment is turned in late, there will be a 5-point deduction each day that it is late, including weekends. No assignment will be accepted more than two weeks late. Assignments that required your in-class participation with an assigned group or partner may not be made-up. Any exceptions to this policy must be the result of a documented emergency or prior arrangement with the instructor.

Attendance Policy

The college has an 85% attendance requirement with no excused absences. Moreover, absences are counted from the first scheduled class meeting, and a student who misses more than 15% (or 10% in Developmental Studies courses) of instructional hours may be asked by the instructor to withdraw or may receive a grade of F2. If students are absent, it is their responsibility to seek out their instructor or a classmate to discover what they missed. Any amendments to this policy are at the full discretion of the instructor.

Withdrawal Policy

Students may officially withdraw from the course and receive a grade of W up to the 60 percent point of the semester. 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.

Students who do not follow these steps to withdraw officially by the 60 percent point will receive a grade based on work done for the course, including zeros 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 them from 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. 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.

Student Code of Conduct

According to the 2006-2007 Catalog and Student Handbook, all Durham Tech students are expected to conduct themselves as responsible adults. Behavior that persistently or grossly disrupts the educational process or functioning of the college, whether it occurs on campus or at any college-sponsored activity, may result in disciplinary action" (29). Examples of specific violations of and the grievance procedure for the Student Code of Conduct are available at the following link: <http://www.durhamtech.edu/html/prospective/studentservicesb.htm#conduct>. Please note that as the Catalog and Student Handbook is updated, campus policies may change.

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 at 686-3554 or consult the CLC web pages at <http://www.durhamtech.edu/clc.htm>.

Disabilities Services

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from the Disability Services Coordinator within the first two weeks of the semester. Likewise, students who may require emergency medical attention due to a chronic health condition are encouraged to disclose this information to a disabilities services counselor within the first two weeks of the semester. 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.

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 919-686-3369 or e-mail at library@durhamtech.edu.

Computer Labs Locations and Hours

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

Library (ERC) Computer Labs:

- Hours of Operation: Monday-Thursday, 8:00am-9:00pm; Friday, 8:00am-5:00pm; Saturday, 9:00am-3:00pm
- Upstairs Lab: Internet Only; Downstairs Lab: Word Processing/Internet
- Upstairs lab is unavailable if a Library Orientation is in session

Tech Center Computer Lab, Room 965:

- Hours of Operation: Monday-Thursday, 8:30am-8:30 pm; Friday, 8:30am-2:00pm

CLC Computer Lab, Phail Wynn Jr. Student Services Center Room 1305:

- Hours of Operation: Monday-Thursday, 8:30am-8:00 pm; Friday, 8:30am-4:00pm

Note that a current Student ID is required for entry into a computer lab. Student IDs are available at the Security Annex. The password for all computer labs and has been changed for the fall semester. The password is fall08

Classroom Atmosphere

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

- **Cell phones/pagers:** Please turn cell phones/pagers off or switch them to silent during class. Receiving or making a call during class will not be excused. You may give the number of the security office (686-3382) to your emergency contacts, and an officer will come and get you in class if there is an emergency.
- **Side conversations:** Questions are expected and welcome. However, please do not hold side conversations while the instructor or classmates are explaining something. Please ask the instructor first, not a neighbor, if you have any questions.
- **Language/respect:** Vulgar language is not allowed in the classroom. Also, 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. If the instructor feels anyone is dominating the conversation, he or she may ask that individual to allow others to voice their opinions so the class can address more perspectives. 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 to leave without permission and only under extreme circumstances. It is distracting to the instructor and to your classmates to wander in and out of the classroom.
- **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.

Appropriate Use of Computing Resources Policy

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

Excerpts:

"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."

"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."

"Users are expected to abide by all federal and state laws governing computer use. 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."

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

Course Outline

Assignment Descriptions:

Apply Your Knowledge (AYK): Apply Your Knowledge is a student assignment that helps you to reinforce the skills and apply the concepts you learned in this chapter.

Extend Your Knowledge (EYK): Extend Your Knowledge is a student assignment that challenges you to extend the skills you learned in this chapter and to experiment with new skills. You may need to use Help to complete the assignment.

In The Lab (ITL): In-depth assignments per chapter require students to utilize the chapter and concepts and techniques to solve problems on a computer.

Fall 2008 Calendar (August 18-December 17)

Monday	Tuesday	Wednesday	Thursday	Friday
8/18 Semester Begins	8/19	8/20	8/21 Class 1 (Intro & Blackboard/Home page)	8/22
8/25	8/26	8/27	8/28 Class 2 (WIN XP ITL 1 & 4)	8/29
9/1 HOLIDAY NO CLASS	9/2	9/3	9/4 Class 3 (Word CH 1 AYK, ITL)	9/5
9/08	9/09	9/10	9/11 Class 4 (Word CH 2 ITL 1 &2)	9/12
9/15	9/16	9/17	9/18 Class 5 (Word CH 3 AYK & EYK)	9/19
9/22	9/23	9/24	9/25 Class 6 (Word CH 3 Resume/Cover letter LAB 2 & 3)	9/26
9/29	9/30	10/01	10/02 Class 7 (Excel CH 1 AYK & EYK)	10/03
10/06	10/07	10/08	10/09 Class 8 (Excel CH 1 ITL 1&2)	10/10
10/13	10/14 Fall Break	10/15 Fall Break	10/16 Fall Break	10/17 Fall Break
10/20	10/21	10/22	10/23 Class 9 (Excel CH 2 AYK & ITL 1)	10/24
10/27	10/28	10/29	10/30 Class 10 (Access 1 AYK & ITL 1)	10/31
11/3	11/4	11/5	11/6 Class 11 (Access 2 AYK & EYK)	11/7
11/10	11/11	11/12	11/13 Class 12 (PowerPoint 1 ITL 1 & 2)	11/14
11/17	11/18	11/19	11/20 Class 13 (PowerPoint 2 AYK & ITL 2) (Work on Power point Projects)	11/22
11/24	11/25	11/26 HOLIDAY NO CLASS	11/27 HOLIDAY NO CLASS	11/28 HOLIDAY NO CLASS
12/1	12/4	12/5	12/6 Class 14 Student Presentations	12/7
12/08	12/11	12/12	12/13 Class 15 Student Presentations	12/14
12/15	12/16	12/17 Classes End NO CLASS	12/20	12/21

* Monday 12/23/2007 Thru Friday 1/2/2008 College CLOSED