

CIS 113: Computer Basics

Section 001
Mon., 2:00 – 3:40
Room 974, Tech Center

Instructor: John Hurlburt
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Required Materials

- *CIS 113: Introduction to Computers.*
Shelly/Cashman/Vermaat.
Cengage Learning. (1435428439)
- USB Flash Drive

Course Policies/Info

Grades

Your grade will be computed on a ten point scale, as follows:

Assignment Average.....	40%
Classwork Average.....	30%
Quiz Average.....	30%

Quizzes

The quizzes will be paper-based multiple-choice and/or short-answer tests. Unexcused absences will result in a score of zero. Excused absences must be requested in advance.

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 Students who do not follow this procedure will not be officially withdrawn from the class and will receive a final grade for the class that takes into account all work completed with zero credit for work that is missed or not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
08/18	Course Orientation, Introduction to Windows XP and Windows Explorer		
08/25	Windows Explorer, cont'd.	Windows XP Ch. 1	
09/08	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	
09/15	1. Windows XP Quiz 2. Creating and Editing a Word Document	Windows XP Ch. 1 Word Ch. 1, Apply Your Knowledge, Extend Your Knowledge, Make It Right	WINDOWS EXPLORER EXERCISE
09/22	Creating a Research Paper	Word Ch. 2, AEM	WORD EXERCISE 1
09/29	1. Word Quiz 2. Creating and Editing a Presentation	Word Ch. 1 & 2 PowerPoint Ch. 1, AEM	WORD EXERCISE 2
10/06	Creating a Presentation with Illustrations and Shapes	PowerPoint Ch. 2, AEM	POWERPOINT EXERCISE 1
10/13	1. PowerPoint Quiz 2. Introduction to Excel	PowerPoint Ch. 1 & 2 Excel Ch. 1	POWERPOINT EXERCISE 2
10/20	Introduction to Excel, cont'd.	Excel Ch. 1	
10/27	Creating a Worksheet and an Embedded Chart	Excel Ch. 1, AEM	EXCEL EXERCISE 1
<i>10/27 Last Day to Withdraw with a "W" grade</i>			
11/03	Formulas, Functions, Formatting, and Web Queries	Excel Ch. 2, AEM	EXCEL EXERCISE 2
11/10	1. Excel Quiz 2. Introduction to Databases	Excel Ch. 1 & 2 Access Ch. 1	
11/17	Creating and Using a Database	Access Ch. 1, AEM	
11/24	Introduction to Database Queries	Access Ch. 2	ACCESS EXERCISE 1
12/01	Querying a Database	Access Ch. 2, AEM	
12/08	1. Access Quiz 2. Complete Access Exercise 2	Access Ch. 1 & 2	ACCESS EXERCISE 2