

**CIS 113 Section 002**  
**Introduction to Computers**  
**Fall Semester 2008**  
**Lab Syllabus and Schedule**

**INSTRUCTOR:** Barry Taylor  
**Email:** barry477taylor@hotmail.com  
**Location:** Tech Center, Room 974  
**Day/Time:** Tuesday, 3 to 4:40 PM

**Course Description**

<http://www.durhamtech.edu/html/prospective/coursedescriptions/ciscd.htm#cis113>  
to view the course outline.

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, student should be able to demonstrate competence in basic computer applications.

Course Hours Per Week: Class: 0; Lab: 2  
Semester Hours Credit: 1

**This course consists of a lab session. This syllabus pertains to the lab session only.**

**TEXT and OTHER REQUIRED MATERIALS**

- 1) CIS #113 Introduction to Computer, (spiral-bound), Shelly, Cashman, & Vermaat
- 2) \* A USB Flash/Jump Drive for storing data (512 Meg or greater)

**The text book material listed above is available in the Durham Tech Bookstore or at efollett.com. \* Available in office supply stores.**

**GRADING:**

Lab Grade – 50%

**Assignments – Lab Exercises** – 20%  
**End of Semester Presentation** – 20%  
**4 Quizzes** – 60%

**SCALE:**

A 90 - 100  
B 80 – 89  
C 70 – 79  
D 60 – 69  
F 0 – 59  
F2 0 – 59

**and** stopped coming to class.

W official withdrawal

Last day to withdraw with a grade of W is October 27, 2008.

**ATTENDANCE and MAKEUP**

Students are expected to attend **all** class meetings. School policy allows students to be absent up to 15% of class time, counted from the first class meeting (**5 meetings**).

There are no “excused” absences. The instructor has the option to drop a student from

a course, or to give a student a grade of F2, if the absences exceed 15% of class time. In the event of absence, it is the student's responsibility to catch up on work missed.

**Make-Up Policy:** Quizzes must be taken on the assigned date; otherwise a grade of zero will be assigned. **No** make-up quizzes will be given. The quiz average will be an average of four quiz scores.

**Lab Make-Up Policy:** All Lab assignments must be completed individually, unless otherwise specified, and turned in by the next class meeting. A 5% reduction in points will be taken each day, including weekends, that a homework or assignment is late. Assignments will be turned in using **Blackboard**.

Lab Quizzes must be taken on the assigned date unless rescheduled by the instructor. Any Quiz not taken on the scheduled date will result in a grade of zero unless prior rearrangements and a discussion with the instructor have been confirmed. No make-up quizzes will be given.

### 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. 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. **Last day to withdraw with a grade of W is October 27, 2008.**

### COMPUTER LABS

Computers are available in the Campus Learning Center, [Phail Wynn, Jr. Student Services Center, Room 1305](#), and in the library (ERC). See [http://courses.durhamtech.edu/wiki/index.php/Computer\\_Labs](http://courses.durhamtech.edu/wiki/index.php/Computer_Labs) for computer lab hours.

CLC Computer Lab (Wynn, 3rd floor, 1305)  
M-Th, 9 am - 8 pm  
F, 9 am - 2 pm  
S, 10 am - 2 pm

### 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 (2) 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 (2) 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**

According to the 2007-2008 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.

### **ACADEMIC HONESTY**

Students are expected to complete assignments individually unless a specific group project is assigned. Any cheating or unauthorized collaboration, whether active or passive, is expressly forbidden. Anyone caught cheating will fail the course.

According to the [2007-2008 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.

### **APPROPRIATE USE OF COMPUTING RESOURCES**

Excerpts:

“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 conduct, the employees' due process policy and possible criminal complaint or civil action for damages.”

### ADDITIONALLY

1. **No food, drink, or children allowed in computer classrooms or in Room 900.**
2. Turn off cell phones and pagers or switch them to vibrate while class is in session. If you must take a telephone call, please leave the classroom.
3. Limit printing to course-based assignments and less than 10 pages at a time.
4. Recreational computing is not acceptable 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.

Last day to withdraw with a grade of W is October 27, 2008.

## LAB SCHEDULE

Lab section meets on Tuesdays, from 3 to 4:40 pm. The lab schedule will be determined by the lab instructor.

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

<b>Class Dates</b>	<b>Topic</b>	<b>Chapter</b>	<b>Labs/Quizzes</b>
<b>Tuesday</b>			<b>Tuesday</b>
08/19	Intro to Computers: Blackboard, Syllabus, Flash Drives, class materials, etc.		All <b>Assigned Labs</b> due next <u>class meeting</u>
08/26	Intro to Microsoft Windows XP	1	
09/2	Creating and Editing a Word Document	1	
09/9	Creating a Research Paper	2	
09/16	Creating a Cover Letter and a Resume	3	
09/23	Assign COMP Exercise		
09/30	<b>Quiz for Windows and Word</b> Creating a Worksheet and an Embedded Chart	1	<b>Lab Quiz #1</b>
10/7	Creating a Worksheet and an Embedded Chart	1	
<b>10/14</b>	<b>no class -- Inclement Weather Day</b>		
10/21	Formulas, Function, Formatting, and Web Queries	2	
10/28	<b>Quiz for Excel</b> Creating and Using a Database	1	<b>Lab Quiz #2</b>
11/4	Querying a Database	2	
11/11	<b>Quiz for Access</b>		<b>Lab Quiz #3</b>
11/18	Creating and Editing a Presentation	1	
11/25	Creating a Presentation with Illustrations	2	
12/2	<b>Quiz for Power Point</b> COMP Exercise Presentation with Illustrations		<b>Lab Quiz #4</b>
12/9	COMP Exercise Presentation with Illustrations		
<b>12/16</b>	<b>Semester Ends</b> <b>No Class</b>		