

CIS 113-090: Computer Basics Online Fall 2008

Instructor: Susan Horton

Email: shorton.dtcc@durhamtech.edu **Office Hours:** By Appointment

Required Lab Materials

Note about materials: All course materials below may be purchased in the Durham Tech Bookstore. USB drives may be purchased at other computer supply stores.

- ✓ **Textbook**
Cengage Learning: CIS 113 Computer Basics, Durham Technical Community College
Authors: Shelly Cashman Vermaat
ISBN-10: 1-435-42843-9
- ✓ **Access to Windows XP and Office 2007 Professional**
- ✓ **USB Drive (suggested)**

Online Classroom Policy

Discussion Board - Attendance

Students are required to login to Blackboard and post to the Discussion Board each week. In order to receive the maximum number of attendance points for the week (*10 points*), the student must:

- 1) Reply to the discussion topic (*up to 7 points*)
- 2) Reply to at least one classmate (*3 points*)

The deadline to post to the Discussion Board each week is 11:59pm on Sunday. Postings after that time are considered late and will not be accepted. You will receive a ZERO for the week and will be counted absent from class. I will drop your lowest Discussion Board grade.

The Central Perk Discussion Board is set up as a forum for general questions. Postings in that Discussion Board will not count toward your weekly attendance grade.

Assignments

There will be assignments due for each application (Word, Excel, Access and PowerPoint). All assignments are due and must be submitted by 11:59pm on Sunday of the assigned week. Assignments received after that time are considered late and will **NOT** be accepted. You will receive a grade of zero for that assignment. All work submitted for grading must be your own. I **will** drop your lowest assignment grade.

Submitting Assignments

Application assignments will be submitted by using the View/Complete feature in Blackboard. Specific instructions for using this feature can be found by clicking on the **Assignments** button.

Late Policy

Discussion Board and Assignments

All Discussion Board postings and Assignments are due and must be submitted by 11:59pm on Sunday of the assigned week. Assignments received after that time are considered late and will NOT be accepted. You will receive a grade of zero.

Appropriate Use Policy

Please refer to the Durham Tech Appropriate Use Policy posted in the **Web Sites** area to make sure that you follow the guidelines for using the College's computer resources.

Contacting the Instructor

Written communication is a very important part of this online course. Although I work full time at Durham Tech, I'm teaching this course on a part time contract. I'll be checking email, grading your assignments, and doing course prep over the weekends and after 5pm during the week. Please be aware that I'm unable to answer phone calls about this course during the hours of 8am - 5pm, Mon through Fri. If I am out of the office for an extended period time, the announcement for the course will indicate that I am out of the office and when I will return.

Email is the best way to contact me. I'll check email each evening Mon through Fri. I'll also check email a couple times on Saturdays and Sundays. If you ever have an urgent question, type "**CIS113-090: need help**" in the subject line of your email. If you need to schedule an appointment with me, type "**CIS113-090: appointment**" in the subject line.

Expect a reply from me within 48 hours and most likely within 24 hours. I will always post an **Announcement** if this schedule changes. When sending me an email you should include the course & section number (**CIS113-090**) in the subject line. Be sure to include your first and last name and in your email so I will know who you are. If you need extra help, don't hesitate to schedule an appointment with me.

You are encouraged to review your weekly assignments before Thursday and notify me if you are having a problem with any assignment. If the College is closed, I will not be checking my voicemail or email.

Blackboard Support

If you have trouble accessing Blackboard use the following link to access contact info:
[http://courses.durhamtech.edu/wiki/index.php/Instructional Computing](http://courses.durhamtech.edu/wiki/index.php/Instructional_Computing)

General Information

Officially Withdraw from a Class

To officially withdraw from a class with a grade of W, a student must obtain, complete and submit a withdrawal form to the Admissions and Registration Office prior to the official 60 percent point in the semester (**Monday, October 27, 2008**). Students who do not follow this procedure for withdrawing from class will not be officially withdrawn from class and will receive a final grade of F for the class. That takes into account all work completed with zero credit for work that is missed or not completed and absences from class.

Getting Assistance in the Open Computer Lab (1303 Wynn Center)

DTCC Students may use the open computer lab (1303 Wynn Center) during normal operating hours to work on assignments. A lab monitor is on duty to assist you with class assignments. You must have a DTCC student ID from the Campus Security Office to use the lab. Food, drinks and children are never allowed in the computer labs. Turn off all cell phones and beepers before entering.

Web site: [http://courses.durhamtech.edu/wiki/index.php/Computer Labs](http://courses.durhamtech.edu/wiki/index.php/Computer_Labs)

Special Assistance

Students who require academic accommodations due to any physical, psychological or learning disability should request assistance from the Disabilities 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 notify the Disabilities Services Coordinator of their condition within the first two weeks of the semester. Students can contact the Disabilities Services Coordinator by calling 919-536-7207 or by visiting the Counseling Services Office, Room 1313 of the Wynn Student Services Center.

Students who need tutorial assistance in a course may be referred to the Campus Learning Center (CLC), on the third floor of the Wynn 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 919-536-7232 X2401 or consult the CLC web page:

<http://www.durhamtech.edu/clc.htm>

Financial Aid

If you need a signature for financial aid, email me and let me know. I can send an email to the Financial Aid Office to verify your attendance.

Grading Scale

Course Components & Weight

Application Assignments	80%
Attendance (Discussion Board)	20%

10 Point Scale

A = 100 - 90	F = 59 and below
B = 89 - 80	F2 = 59 and below & excessive absences
C = 79 - 70	W = Withdrew from class
D = 69 - 60	

ASSIGNMENTS: Fall 2008

Date	Weekly Topics	Read / Review	Complete / Submit	Due: Sunday 11:59pm
Week of 8/11	Orientation	Syllabus Course policies		Aug 17
Week 1 8/18	Microsoft Windows Intro to Windows XP	Chapter 1: WIN 1 - WIN 65	Discussion Board Download Data Files	Aug 24
Week 2 8/25	Microsoft Word Creating and Editing a Word Document	Chapter 1: WD 1 - WD 62	Discussion Board Word Assignment	Aug 31
9/1	Holiday			
Week 3 Tues: 9/2	Microsoft Word Creating a Research Paper	Chapter 2: WD 73 - WD 132	Discussion Board	Sept 7
Week 4 9/8	Microsoft Word Creating a Research Paper	Chapter 2: WD 73 - WD 132	Discussion Board Word Assignment	Sept 14
Week 5 9/15	Microsoft Word Creating a Cover Letter and a Resume	Chapter 3: WD 145 - WD 204	Discussion Board	Sept 21
Week 6 9/22	Microsoft Word Creating a Cover Letter and a Resume	Chapter 3: WD 145 - WD 204	Discussion Board Word Assignment	Sept 28
Week 7 9/29	Microsoft Excel Creating a Worksheet and an Embedded Chart	Chapter 1: EX 1 - EX 69	Discussion Board Excel Assignment	Oct 5
Week 8 10/6	Microsoft Excel Formulas, Functions, Formatting, and Web Queried	Chapter 2: EX 81 - EX 144	Discussion Board	Oct 12
10/14 – 10/17	Faculty Work Days: 10/14 – 10/17 No Class			
Week 9 10/20	Microsoft Excel Formulas, Functions, Formatting, and Web Queries	Chapter 2: EX 81 - EX 144	Discussion Board Excel Assignment	Oct 26
Week 10 10/27	Microsoft Access Creating and Using a Database	Chapter 1: AC 1 - AC 64	Discussion Board	Nov 2
Week 11 11/3	Microsoft Access Creating and Using a Database	Chapter 1: AC 1 - AC 64	Discussion Board Access Assignment	Nov 9

Week 12 11/10	Microsoft Access Querying a Databases	Chapter 2: AC 73 - 127	Discussion Board	Nov 16
Week 13 11/17	Microsoft Access Querying a Databases	Chapter 2: AC 73 - 127	Discussion Board Access Assignment	Nov 23
Week 14 11/24			Discussion Board	Nov 30
11/26 – 11/29	Holiday			
Week 15 12/1	Microsoft PowerPoint Creating and Editing a Presentation	Chapter 1: PPT 1 - PPT 65	Discussion Board PowerPoint Assignment	Dec 7
Week 16 12/8	Microsoft PowerPoint Creating a Presentation with Illustrations and Shapes	Chapter 2: PPT 81 - PPT 131	Discussion Board PowerPoint Assignment	Dec 14
12/17	Last Day of Classes			
By 12/19	Final Grades Posted in Gradebook			