

# CIS 110 Introduction to Computers

Section 101

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**Semester:** Summer 2009  
**Class:** MW 9:00 -11:45 AM  
**Room:** Tech 981

## COURSE DESCRIPTION

Understand the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web; make use of the World Wide Web as a repository of the latest information and an integrated learning tool; develop an in-depth understanding of why computers are essential components in the business world and society in general; focus on the computer as a valuable productivity tool; recognize the personal computer's position as the backbone of the computer industry and emphasize its use as a stand-alone and networked device; present strategies for purchasing, installing, and maintaining a personal computer system; and, assist students in planning a career in the computer field.

## TEXTBOOK AND SUPPLIES

- \**Computers and Technology in a Changing Society-Second Edition*  
Deborah Morley – ISBN: 0-619-26767-4
- \**CIS-110 Introduction to Computers, DTCC-* Shelly Cashman & Vermaat  
ISBN: 1-435-42844-7 .
- \*USB flash drive

## GRADING

<b>Course Grade</b>	<b>Approximate % of Grade</b>
Exams & Quizzes(4)	60
Group Activity / Presentation	20
Lab/ ClassWork	20

A: 91-100; B:81-90; C:71-80; D: 61-70; F: below 60

### **ATTENDANCE:**

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.

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 (**June 30, 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. 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.

**STUDENTS WITH DISABILITIES:**

Students needing special assistance or accommodations due to any physical, psychological, emotional, mental or learning disability should request assistance from the Disability Services Coordinator within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to the Disability Services Coordinator within the first two weeks of

class. The Coordinator can be contacted by calling 686-3606, (V/TT), or by visiting the Student Services Office, Room 23, of the White Building.

### **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>.

### **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](mailto: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

#### **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.

### **COURSE POLICIES**

#### **Examination and Quiz Policy**

Two announced examinations will be given. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled. No GA make-ups are allowed. Quizzes/Exams will be administered in the lab.

Chapter reading assignments include Special Features at the end of some of the chapters. The following plan is tentative. This may change depending upon the circumstances.

**GA-Group Activity**-In each group there will be 5-6 students. A score for a group will be applied to each. No late GA will be accepted. GA participants may need to present their findings.

### **Planned Course outline:**

<b>Dates</b>	<b>Lecture/Assignment</b>	<b>Class /lab/Presentation</b>
5/18	Introduction , Timeline	Blackboard/Web Site/Desktop Self Test
5/20	Lab -Windows XP. Chapter 1 To pp- win61	Windows XP fund. Lab-4 P-win71. Practice 1-46 tasks on P-Win65
5/27-Wednesday	MS Word. Chapter-1- Thin Book	EYK, AYK, MIR GA-Assigned Ch-Summ-P62 tasks Presentation
6/1 & 6/3	Chapter 2-Thin Book MS Word- Chapter 2	GA-1 due & presentation Word Cases & Places-#1, #4 Ch2-Sum-P132 tasks Presentation
6/8 & 6/10	Chapter 3 Word-Lab Chapter 2	Quiz #1. WA
6/15 & 6/17	Chapter4 ; MS Excel Catch-up Day (Ch-3)	GA-2 due Presentation. Exam-1 from Thin book
6/22 & 6/24	MS-Excel Ch-2	Ch-Sum-EX-69 tasks Presentation Cases & Places- #1 and #3 EX-79
6/29 & 7/1	Chapter-5 MS Excel-	Ch-Sum-EX-144 tasks Presentation ITL-3 P-EX154
7/6 & 7/8	Chapter 6 MS Access-Ch 1	GA-3 due/presentation Access Summary
7/13 & 7/15	Chapter 7 Access ch-2	Query –TBA Quiz-2
7/20 & 7/22	MS -PPT	PPT Summary-TBA
7/27	Final/Make-Up	

P.S. The chapter summary tasks will be presented by each student with at least seven tasks per person to demo in the class.

## **Appropriate Use Policy:** Durham Technical Community College Computing Resources<sup>1</sup>

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 are 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's computers are for Durham Tech's 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.<sup>2</sup> 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 E-mail 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.**

<sup>1</sup>Approved by the Durham Technical Community College Board of Trustees, July 1998.

<sup>2</sup>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].