

CIS 113: Computer Basics

Section 001
M/W, 11:00 – 12:29
Room 974, Tech Center

Instructor: John Hurlburt
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Required Materials

- MS Office 2007 Introductory Concepts and Techniques, Windows XP Edition. Shelly/Cashman.. Thomson/Course Technology. (9781418843281).
- MS Office 2007 Professional, six-month trial (available in bundle only) (9781423997023).
- USB Flash Drive

Course Policies

Grades

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

Quiz Average..... 50%

Assignment Average..... 50%

minus 2 points for each unexcused absence (1 point for each late arrival or early departure)

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 course 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 (**June 30**). Students who do not follow this procedure will not be officially withdrawn from the class and will receive a final grade for the class that takes into account all work completed with zero credit for work that is missed or not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** document in the Course Information section.

Course Calendar

Date	Class Activity	Work on	Hand in
05/19	Course Orientation, Introduction to Windows XP		
05/21	Using Windows Explorer	Windows XP Ch. 1	
05/26	<i>Holiday – No Class</i>		
05/28	<i>No Class – work on Windows Exercise</i>	Windows XP Ch. 1	
06/02	1) Download all data files for the semester. Make sure you bring your flash drive! 2) Creating and Editing a Word Document	Word Ch. 1, Apply Your Knowledge, Extend Your Knowledge, Make It Right	Windows Exercise
06/04	Creating and Editing a Word Document, cont'd.	Word Ch. 1, AEM	QUIZ – WINDOWS XP
06/09	Creating a Research Paper	Word Ch. 2, AEM	Word Exercise 1
06/11	Creating a Research Paper, cont'd.	Word Ch. 2, AEM	
06/16	Creating and Editing a Presentation	PowerPoint Ch. 1, AEM	Word Exercise 2
06/18	Creating and Editing a Presentation, cont'd.	PowerPoint Ch. 1, AEM	QUIZ – WORD 2007
06/23	Working with Illustrations and Shapes	PowerPoint Ch. 2, AEM	PowerPoint Exercise 1
06/25	Creating a Worksheet and an Embedded Chart	Excel Ch. 1, AEM	QUIZ – POWERPOINT 2007
06/30	Creating a Worksheet and Chart, cont'd.	Excel Ch. 1, AEM	PowerPoint Exercise 2
06/30	<i>Last Day to Withdraw with a “W” grade</i>		
07/02	Formulas, Functions, and Formatting	Excel Ch. 2, AEM	
07/07	Formulas, Functions, and Formatting, cont'd.	Excel Ch. 2, AEM	Excel Exercise 1
07/09	Creating and Using a Database	Access Ch. 1, AEM	QUIZ – EXCEL 2007
07/14	Creating and Using a Database, cont'd.	Access Ch. 1, AEM	Excel Exercise 2
07/16	Querying a Database	Access Ch. 2, AEM	
07/21	Querying a Database, cont'd.	Access Ch. 2, AEM	Access Exercise 1
07/23	Open Lab – complete Access Exercise 2 and Access Quiz	Access Ch. 2, AEM	Access Exercise 2 QUIZ – ACCESS 2007
07/28	<i>No Class</i>		