

**Henry Ford Community College**  
5101 Evergreen Road • Dearborn, MI 48128

August 12, 2007

Dear HFCC student,

Welcome to **CIS 100 Introduction to Information Technology - Online**. My name is Dr. David Maier and I will be your Instructor for the course. I am truly excited about teaching this course and I hope that you find it a valuable and enjoyable course. Let me take a few moments to describe the information contained in this letter and give you a general idea on what to expect on a weekly basis throughout the semester.

For this course, we will be using the **Shelly Cashman textbook series** which contains **two textbooks and a CD-ROM**, all sold together in one package at the college bookstore. Be sure you purchase the CIS 100 textbooks for sections 98 or 99 as the CD-ROM that comes with it is not included in the other classroom-based sections of CIS 100. The first textbook is entitled "Microsoft Office 2003: Brief Concepts and Techniques." The second textbook is entitled "Discovering Computers 2007 Complete." The CD-ROM is a tremendous resource of computer-based training modules and simulations on all of the Microsoft Office software applications we will explore in this course. This CD-ROM can also be used to help you learn Microsoft Office, as well as to submit most of the homework assignments if you do not have Microsoft Office installed on your computer.

The Discovering Computers 2007 Complete textbook comes with excellent **companion Web site** that includes very organized chapter-by-chapter summaries, key terms with audio and video, links to related web sites, practice quizzes, interactive audio-video tutorials, and numerous educational games on the material in the textbook. Directions for using and logging into this web site are contained in the Course Syllabus (attached).

Just in case you have stumbled into this section by accident, please let me remind you that this is an online course, and as such, **you will need to have access to a computer that is connected to the Internet and can have software installed on it**. Since this course uses **Microsoft Office**, you need to have this software installed on your computer. **Microsoft Works and WordPerfect are NOT alternatives**.

However, as described in the Course Syllabus, you do have an alternative for completing three of the four Lab Assignments that require Microsoft Office (**please read the Syllabus thoroughly as it contains a great deal of very valuable information**). For the Microsoft Office Lab Assignments you can use any computer with Microsoft Office on it. This may be a computer at your home, work, or a computer in one of the many open computer labs on the Henry Ford Community College campus. Open computer labs on campus are listed in the syllabus. If you do not have access to Microsoft Office, you can use the simulation CD-ROM that comes with the textbooks for this section of CIS 100 to complete three of the four the Lab Assignments. If you already purchased the textbook, you may want to try to install the CD-ROM. The Institution Code requested during installation is **S3902918** and registration information is included

in the cover of the CD-ROM. Note: you will need to register for CIS 100 when you sign-up online to the CD-ROM Web site (<http://sam2003.course.com/>). If you have any difficulty enrolling in the online CD-ROM web site, please contact me.

As also described in the Course Syllabus, the primary **Course Web site** we will use is **UCompass**, which is available at the following link: <http://henryford.ucompass.com/>. The UCompass Web site is also accessible from a link in several locations at the Henry Ford Web site at <http://www.hfcc.edu/>, such as under the “Programs & Courses” drop-down menu (click the Online Courses option) or under the UCompass web page “For Current Students”. As eager as you are to jump into things, the UCompass Course Web site will not be available until, approximately, the first day of the semester, **Thursday, August 23**. Your username and password to the UCompass Web site should be the same as that you use for WebAdvisor (unless you have changed your WebAdvisor password in which case your password is your birth month birth day, e.g. April 5 = 0405). More information on your User ID and Password is available from the Student Resources: Login Information link at the UCompass Web site link as well as in the last page of this letter.

Upon entering the course Web site for the first time, you will see a series of button options (links) on the left side of the window and Course Announcements on the right side of the window. Please be sure to read the course announcement each time you enter into the course. As I will be placing important announcements related to course business there. I will also send you these announcements to your UCompass e-mail account. Please get in the habit of checking these announcements and your UCompass e-mail frequently.

After reading the course syllabus, you will learn which links on the UCompass are most important for you to use throughout the course. The **Examinations** link is one. Here, you can take Practice Quizzes that will aid you in studying for the actual examinations. But, you will also want to read each chapter in the textbooks, use the material online under the **Course Materials** link in UCompass and visit the **External Links** area of the web site. Upon entering the course, you will have immediate access to many of your assignments from within the **Worksheets, Assignments, and Discussion Board** links in UCompass. I will guide you through these assignments throughout the course, but you are free to begin submitting them as soon as you like. Their due dates, as well as examination dates are all detailed in the course syllabus.

Contained on the third page of this letter is a document titled **Important Student Information**. Please read this document carefully. The Important Student Information document will provide you with information on how to access the Course Web site, your username and password, course e-mail, technical support contacts, and additional student resources. Contained inside the Additional Student Resources section is a link titled “**Is Online Learning For You?**” Please read and follow the directions on how to access this link, which will provide you with an assessment on how well suited you are for an online course. The “Is Online Learning For You?” link, as well as several other very useful links are all available from the main Henry Ford **UCompass** Web site link <http://henryford.ucompass.com/> (to be discussed in more detail in the next section). In the top of the left menu of this Web page is a link for “**PC Requirements**” which provides links to recommended Web browser plug-ins you should have installed on your

computer and a “How-to Tutorials” link for assistance on several features of the UCompass Web site.

Now that we have taken care of most of the initial business at hand, allow me to tell you a little about myself. I am a full-time instructor at Henry Ford Community College in the Department of Computer Information System and have a strong commitment to the community and college. I've been teaching computer information systems courses at Henry Ford Community College for five years, previous to which I taught at Wayne State University, Oakland University, Schoolcraft College, Madonna University and Oakland Community College in the areas of computer information systems and education. In addition to teaching, I worked for eight years as a full-time software developer, web developer and manager on the corporate side of computers dealing most with database and web development. I look forward to sharing my love for the field with you!

You should have all of the information you need to get started. If you have any questions, please feel very free to contact me.

Sincerely,

Dr. David Maier

Computer Information Systems

Henry Ford Community College

[djmaier@henryford.ucompass.com](mailto:djmaier@henryford.ucompass.com)

# Important Student Information

This message is intended for students who are using the UCompass Educator Course Management System at HFCC. For Fall 2007 Semester, student usernames are the same User ID's/Login as the WebAdvisor User ID/Login.

## **To find your User ID/Login:**

Your username to the UCompass web site should be the same as you use for WebAdvisor, i.e. usually your first initial, middle initial and last name. Therefore, someone named John Michael Smith would likely have a username of jmsmith. Sometimes, however, a few numbers added after your username if another student at HFCC had a similar name as yours. In the event you do not know your username and you cannot login to UCompass, check to make sure you are using the current username. You can look up your username from the following web site address <https://my.hfcc.edu/webadvisor/> and click on the "Students" link and then the "What is my User ID?"

## **UCompass Student Passwords**

The UCompass Educator password and your on-campus network password are the same. If you have changed your network password, your UCompass Educator password will no longer be the initial default. For a student logging into UCompass Educator for the first time, and have not changed their on-campus network password, their password is the four-digit month and day of their birth (e.g. April 5 = 0405).

## **An Important Note about Passwords**

Upon creation, all HFCC accounts (email, network, WebAdvisor, UCompass) have the same default password. This password is the four-digit month/day (MMDD) of your birth. So, when you change one password, the rest do not automatically change. For example, when you first log-on to WebAdvisor, you are forced to change your WA password. This act does not affect your other passwords, which remain unchanged. The only passwords that are linked are your network and UCompass passwords. If you change your network passwords, your UCompass password will also change. Reminder, changing your WebAdvisor password does not affect your UCompass or network password.

## **To access UCompass Educator courses**

The direct route is to enter the url within the address bar of your browser. The url is <http://henryford.ucompass.com>

or

From the the HFCC website (www.hfcc.edu), click the UCompass link located under the "For Current Students" Web page OR the Online Courses option under the "Programs & Courses" drop-down menu.

## Email Accounts

Students using UCompass Educator have a Course Email Account within their UCompass course. **Course correspondence** should be conducted through this account. This will allow separation of course business from personal e-mail. This will also ensure that students receive important course communication. The e-mail address for students inside the UCompass Educator Course Email Account is the students' [username@henryford.ucompass.com](mailto:username@henryford.ucompass.com). Student personal e-mail should be distributed through other e-mail accounts.

Active HFCC Students also receive an HFCC Email account. This e-mail account can be accessed from the Email link available at <http://my.hfcc.edu/> or the Access Your HFCC Email link under the "For Current Students" Web page available at <http://www.hfcc.edu/>.

## Tech Support

If you require assistance accessing UCompass Educator courses, please contact Instructional Technology at 313.845.9663, ext. 3, 4, or 5 or via e-mail at [signorelli@hfcc.edu](mailto:signorelli@hfcc.edu), [kolin@hfcc.edu](mailto:kolin@hfcc.edu), or [vbeaty@hfcc.edu](mailto:vbeaty@hfcc.edu). On-campus assistance is also available in the Student Center at the Tech Buddy Desk or within Instructional Technology, Monday - Friday, 8:30 a.m. - 4:30 p.m. Instructional Technology is located on the lower level of the Learning Technology Center (same building as Campus Safety), room A-004.

## Additional Student Resources

From the HFCC website, under the menu heading Programs, you will find a link titled Online Courses. If you click on this link, it will take you to a resource page designed for students. The following links can be found on this page:

### Links

**Online Winter Courses** [http://www.hfcc.net/programs/class\\_schedule.asp](http://www.hfcc.net/programs/class_schedule.asp)

**Is Online Learning For You?** <http://www2.hfcc.edu/online/onlineLearn.htm>

(requires the Microsoft Internet Explorer browser)

**Computer Requirements** <http://www2.hfcc.edu/online/computerReq.htm>

**Login Information** <http://www2.hfcc.edu/online/loginInfo.htm>

**Registration** <https://my.hfcc.edu/WebAdvisor/WebAdvisor>

### **Financial Aid**

[http://hfcc.edu/about\\_us/tuition\\_and\\_payment/financial\\_aid/](http://hfcc.edu/about_us/tuition_and_payment/financial_aid/)

**Bookstore** <http://collegestore.hfcc.edu/>

**Library**

<http://clara.hfcc.edu/>

**Student Support Services**

<http://www.hfcc.edu/> (under Campus Life link)

**Tuition**

[http://www.hfcc.edu/about\\_us/tuition\\_and\\_payment/](http://www.hfcc.edu/about_us/tuition_and_payment/)

**Contact Us**

<http://www.hfcc.edu/contact/locations.asp>

**Henry Ford Community College**

## **CIS 100: Introduction to Information Technology (Online)**

**Fall 2007**

### Course Information

CIS 100: Introduction to Information Technology

Sections 98 and 99: Online

3 credit hours

Prerequisites: None

### Instructor

David Maier, Ph.D.

Computer Information Systems

Henry Ford Community College

Technology Building, T-164

(313) 845-9890

djmaier@henryford.ucompass.com

Required Text:

Shelly Cashman Series. Discovering Computers 2007: A Gateway to Information (Complete).

Shelly Cashman Series. Office 2003: Brief Concepts and Techniques.

Sold together in bookstore with SAM CD-ROM as ISBN: 978-1-4283-1041-4.

**IMPORTANT:** Be sure you purchase the textbooks for this course, that is, section 98 or 99 of CIS 100, and not textbooks for another section of CIS 100 (the textbooks look similar). The textbook for these sections come with a special simulation CD-ROM that you may need for your assignments that is not included in the other textbooks for CIS 100.

Catalog Description:

Introduces computer technology and information management. The course covers areas related to computerized data processing such as hardware, operating systems, the Internet, social implications of technology, and common computer applications.

Course Objectives

By the end of this course you should be able to demonstrate:

- a knowledge of the HFCC network environment
- a basic understanding of computer hardware, software and operating systems
- basic word processing, spreadsheet, database and presentation skills

- a familiarity with Internet usage, including e-commerce, searching, information evaluation and “netiquette”
- a knowledge of e-mail, including attachments
- an understanding of personal responsibility in a technological world
- an appreciation of how technology can help in educational and vocational endeavors
- an understanding of programming languages and the Systems Development Life Cycle
- an understanding of job types in the Information Technology field, including certification requirements

This course satisfies the **Computer Literacy requirement** at Henry Ford Community College.

#### Course Requirements

If you enroll in this course, you must have the following:

- A computer, or access to a computer in which you can install software (i.e. the simulation CD-ROM). A computer at your home is preferred, but you could use a computer at work or in one of the open computer labs on campus.
- Microsoft Office. You can use any version of Microsoft Office for your lab assignments, e.g. 97, 2000, XP, 2003, Vista. **You cannot use Microsoft Works or WordPerfect.**
- Internet Access.
- Computer skills, such as use of a Web browser and e-mail.

#### College Computer Labs and Student Support Services

If, for any reason, you do not have access to a computer for a limited period of time feel free to use any number of several open computer labs on campus at Henry Ford Community College.

**T-194 Open Lab.** There is a large computer lab located in the Technology Building, room T-194 you are free to use. There are also lab consultants in this room available to provide limited assistance with your assignments. If you get stuck on an assignment, they will be able to assist you in solving that problem, but are not able to complete an entire assignment for anyone.

**Media Center.** Located on the second floor of the Library, the Media Center is an open access computer lab where students can go to work on computer assignments, access the Internet, and/or check their e-mail. For more information, you may contact the Media Center at 313.845.6386. For more information regarding Library Services, you may phone 313.845.9606.

**Learning Lab.** Located on the second floor of the Learning Resource Center, the Learning Lab assist HFCC students with identifying and improving the skills needed for success in the areas of Reading, Writing, and Math. Although operation hours may slightly vary each semester, generally, the Learning Lab is open Monday, Tuesday, Wednesday, Thursday, from 7:30 a.m. – 8:40 p.m., on Friday from 7:30 a.m. – 4:30 p.m., and Saturday from 9:40 a.m. – 1:40 p.m. For more information, contact the Learning Lab at 313.845.9643.

**Instructional Technology & Tech Buddies.** If you require assistance accessing UCompass Educator courses, please contact Instructional Technology at 313.845.9663, ext. 3, 4, or 5 or via e-mail at [signorelli@hfcc.edu](mailto:signorelli@hfcc.edu), [kolin@hfcc.edu](mailto:kolin@hfcc.edu), or [vbeaty@hfcc.edu](mailto:vbeaty@hfcc.edu). On-campus assistance is also available in the Student Center at the Tech Buddy Desk or within Instructional Technology, Monday - Friday, 8:30 a.m. - 4:30 p.m. Instructional Technology is located on the lower level of the Learning Technology Center (same building as Campus Safety), room A-004.

**Assisted Learning Services.** The Assisted Learning Services Program is designed to assist physically challenged, learning disabled, or academically disadvantaged students at Henry Ford Community College to overcome barriers to education through supportive services. In addition, the Assisted Learning Services Department also provides tutoring services to the general student population. Assisted Learning Services is located in the LRC (Learning Resources Center), north side (parking lot side) main level. For more information, you may contact the office at 313.845.9617 or for the hearing impaired 313.845.9804.

## General Policies and Keys to Success

While online and distance-based courses offer a flexible way for students to obtain education, they also require a great deal of individual motivation. You will need to read each chapter of the textbooks, the material posted online at the course web site (PowerPoint presentations, web site links, practice quizzes, etc.), and ask questions on anything you do not completely understand. It is highly recommended that you **print this syllabus out** and

review it frequently to be sure you are keeping up with the course. In fact, **your first practice quiz** (to be discussed later in this document) will cover the course policies discussed in this syllabus.

Because you are not required to attend class, it is very easy to fall behind in this class. Please try to set aside regular blocks of time several times each week to read the course textbook and online material, review the course web site, ask questions, submit assignments on a timely basis, and take the course practice quizzes and actual quizzes.

### Drop and Incomplete Grade Policy

Automatic drop grades are generally not given. To receive a drop (DR) grade for the class, the student must officially drop the class through the Registrar's office. Telling your instructor of your intent does not accomplish an official drop. The last day you can drop a class for the Winter 2007 semester is: (1) August 30, 2007 to receive a 100% refund, (2) September 5, 2007 to receive a 50% refund and have a no record drop, and (3) September 5, 2007 at 4 PM for full semester courses.

Incomplete grades are generally not given without sound reason and documented evidence as described in the College Catalog. In all cases, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course. If an incomplete grade is given, the student must make up all the work by the mid-semester date of the following semester.

### Academic Integrity Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Any academic dishonesty (cheating) will result in either (1) a zero (0) for the assignment, program, test, quiz or exam, or (2) a failing grade for the course, depending on the severity of the dishonesty. Any violation resulting in a failing grade for the course will be immediately forwarded to the Office of the Registrar.

Examples of academic dishonesty include, but are not limited to, the following:

1. Representing the work of others as your own.
2. Obtaining or using unauthorized examinations or quizzes.
3. Having another student complete your homework or take your examination.
4. Receiving or giving unauthorized assistance from/to other students.

If a student is unclear about whether a particular situation may constitute an academic honesty violation, the student should meet with the instructor to discuss the situation.

### Online Personal Conduct

- A. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.
- B. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I will be observing your threaded discussions with each other, and I will review those discussions, commenting where appropriate with the goal of helping you to better understand the course content. Specifically, you should adhere to the following guidelines:
- Personal correspondence should be conducted elsewhere.
  - Treat and respect others as you would like to be treated.
  - “Flaming”, an angry series of words or comments used to personally attack others who may disagree with you, is not permitted.
  - Take time to review the tone, language, word choice, spelling, and grammar of any written correspondence prior to sending it. You will be judged by the quality of your work.
  - HFCC’s computer use policy is in effect. It can be found at <https://dvc.hfcc.net/helpdesk/000152.htm>.

### Examination Make-Up and Late Homework Policy (very important)

- A. There are ***no make-ups for examinations*** in this class. You will have an open window of no less than five (5) days to take the examination. Therefore, some flexibility is being provided as to when you will be able to take the examination, but you need to log into the course web site on a regular basis to be sure you do not miss the examination date/window. The weeks in which examinations are given is outlined in the syllabus, will be e-mailed to you, posted as an announcements on the course web site. If, under very extenuating circumstances and with advanced notice given, an examination is allowed to be taken after its due date or homework allowed to be submitted after its due date, ***a reduction of 10% may be taken for each day late.***

Examinations will also have a time limit set to them. You will usually have approximately **two (2) hours** to complete an examination from the time you access/open it. If you have an Internet disruption that causes you to be exited from the examination, contact the Instructor immediately by e-mail so the examination may be reset for you (please do not make this a habit this though).

If you know that you will not be available to take an examination during the window of time it will be available, you need to contact the instructor in advance of the examination date to make arrangements to take the examination at another date/time.

- B. All homework must be submitted through UCompass Grade Submitter. Instructions on how to do this are provided in the next section.

### How to use the UCompass Web site for this Course

- A. **UCompass web site and your Username and Password.** This course uses the UCompass course management system located at <http://henryford.ucompass.com/>. Your **username** to the UCompass web site should be the same as you use for WebAdvisor, i.e. usually your first initial, middle initial and last name. Therefore, someone named John Michael Smith would likely have a username of jmsmith. Sometimes, however, a few numbers added after your username if another student at HFCC had a similar name as yours. In the event you do not know your username and you cannot login to UCompass, check to make sure you are using the current username. You can look up your username from the following web site address <https://my.hfcc.edu/webadvisor/> and click on the "Students" link and then the "What is my User ID?". Your **password** for this site should be user birth month birth day. Therefore, if your birth day is December 10, then your password would 1210.
- B. **Packets.** Besides keeping up on your reading of the textbook chapters, a lot of the material you will need for this class is located under the "Course Materials" menu in the UCompass web site. Packets are a way to organize things, such as links to your online reading material (often PowerPoint presentations), web site links, practice quizzes, online discussions forums, and web site links in UCompass. Different packets will become available to you as we progress through the course. To access the Course Packets, click on the Course Materials menu option in the left menu of UCompass. You will then see a list of packets.
- C. **Practice Quizzes.** Practice Quizzes are available online for each chapter in the textbook that we will cover and are accessed from under the "Examinations" menu in UCompass. These will provide excellent study material for the Examinations, but you need to make sure you read the textbook and online material as well to achieve the highest possible score on your examinations.

You may take these practice quizzes whenever you like, as many times as you like to achieve the greatest possible score. You will not be able to do this for the actual quizzes given every several weeks in the course – they can only be taken once. After you submit a practice quiz, you will receive your score on it, and you may re-take it if you would like to try and achieve a higher score. But only the score from your last attempt at a practice quiz will be used for the final course grade. **Note: practice quizzes are worth 2 points each, they are graded, and are a part of your final grade.**

D. **Examinations.** You will be able to access your course Examinations from under the “Examinations” menu in UCompass during the 5-day (minimum) period each is made available. **Important:** Once you enter an Examination in UCompass you cannot leave it until you submit it for grading or you will not be able to re-access the examination. The same problem will occur if your Internet access is interrupted. Therefore, **be sure you are using a reliable Internet connection to take examinations.** If one of these problems occurs, I will re-open your examination for you to re-take it if you contact me at least 24 hours before the examination is due. Therefore, it is very important that you do not wait until the last day of the 5-day window to take the examination.

E. **Assignments.** You will have three types of assignments in this course.

1. **Worksheet Assignments.** You will have three (3) Worksheet assignments to complete. You will access, read about, and submit these assignments from under the “Worksheets” menu in UCompass. These assignments will have you research a course topic and then answer a short series of questions. After you finish answering some or all of the questions in the worksheet there are two buttons, one of which you check before submitting your worksheet: (a) “I am finished. Grade my entire worksheet”, or (b) “Save my current work. Do not grade”. Choose the second option if you are not finished and want to come back later to finish. When you are completely finished, be sure to check option (a) so the worksheet will be graded.

2. **Discussion Board Posts.** You will be required to post four (4) brief, but “quality” messages on the course Web site. Submitting your discussion board posts is a two step process:

a. Click on the **Discussion Board section** of UCompass, find the current discussion board assignment topic, and post your comments and/or answer by clicking the Reply links.

b. After you finish posting your message, go under **Assignments menu** in UCompass and click on the Discussion Board Post #1 link and in the comments box, type in the Discussion Board Topic you responded to, click the Submit for Grading checkbox and then click the Submit button. Your discussion board topic will be reviewed, graded, and commented on shortly.

3. **Lab Assignments.** Lab assignments refer to activities you will be required to complete using Microsoft Office (e.g. Microsoft Word, Excel, and PowerPoint) and E-mail. For the Microsoft Office Lab Assignments you have two options for completing them:
- a. **Option One – Microsoft Office Assignments:** If you have Microsoft Office (at home, or access to it at work or school), you can complete three of the four Lab Assignments using this software, i.e. Microsoft Word, Excel, and PowerPoint. When you have finished creating your assignment/document and have saved it on your hard drive or diskette, please **upload the file** to UCompass under the corresponding Assignment link.
  - b. **Option Two – CD-ROM:** You have a second option for completing three of your Microsoft Lab Assignments (excludes your E-mail lab assignment). This option involves using the CD-ROM that came with your textbook to complete activities that pertain to Microsoft Office. This is a good option if you do not have access to the Microsoft Office software package. To use this CD-ROM you will need to install it on a computer you have access to and then follow the instructions in the CD-ROM holder to use the CD-ROM. The CD-ROM will have you log into another course Web Site (<http://sam2003.course.com/>) to access it. You will need to enter the Henry Ford Community College **Institution Key** – which is **S3902918**.- to login to the Web site. Your **Student Key Code** is located inside the perforated area of the CD-ROM package. Once you have logged into the SAM 2003 Web site, you will need to create a profile for yourself, e.g. username, name, etc.

From this web site and with your CD-ROM in your computer, you will be able to access powerful, interactive tutorials that demonstrate how to use Microsoft Word, PowerPoint, Excel, and Access. You will also be using this CD-ROM to submit assignments related to these software applications. Even if you don't choose Option One, the CD-ROM and its tutorials is a very useful tool for learning the Microsoft Office products. **If you do use this option to complete a Lab Assignment, please Submit a message to me in the UCompass Assignments link indicating you did so.**

Late submission of assignments will result in a reduction of 10% will be taken for each day late. **No late work will be accepted after Monday December 10.**

- F. **Course E-Mail.** I will be posting Announcements on the main UCompass web page as well as through the UCompass e-mail system. Therefore, please check for new announcements and e-mail on a very regular basis, i.e.

approximately every two days. The UCompass Course E-Mail system is also an excellent way to contact me if you have any questions or comments.

### How to use the Discovering Computers 2007 Companion Web Site

To use this web site you will need to go the following web site and register: <http://www.scsite.com/dc2007>. This is quick and easy process. Click the “New User Registration” link, create an account, and write down your username and password. Once you login to this web site, you will need to find and click a link to “Add/Choose a Product”. Here you will “Add” our course textbook, which is the second option - *Discovering Computers 2007 Online Companion* – to your account. Once you add this product/textbook, click the tab link that has your username on it and there will be a link there you can click to access the textbook web site.

### Summary of Required Work and Grading Policy

Four (4) Examinations	10 points each	= 40 points
Fifteen (15) Practice Quizzes	2 points each	= 30 points
Four (4) Lab Assignments points	10 point each	= 40
Four (4) Worksheet Assignments	5 points each	= 20 points
Four (4) Discussion Board Assignments	2 points each	= <u>8 points</u>
		Total 138 points
(100%)		

<u>Points</u> *	<u>Letter Grade</u>
126+	A
115 – 125	B
104 – 114	C
93 – 103	D
Below 93	E

\* Uses an 8-point grading scale

## Summary of Assignments

Worksheet Assignment #1: Microsoft Word - Shortcut Keys

Worksheet Assignment #2: Searching the Internet/Web

Worksheet Assignment #3: Presentations – Guidelines

Worksheet Assignment #4: Microsoft Windows and E-Mail

Discussion Board Assignment #1: Introduce Yourself

Discussion Board Assignment #2: Netiquette

Discussion Board Assignment #3: Databases

Discussion Board Assignment #4: Security

## Summary of Lab Assignments

Lab Assignment #1: Word Processing - Microsoft Word

Lab Assignment #2: E-Mail and Attachments

Lab Assignment #3: Spreadsheets - Microsoft Excel

Lab Assignment #4: Presentations - Microsoft PowerPoint

## COURSE SCHEDULE

<b>Class Meeting</b>	<b>Agenda</b>
Week 1	Introduction to Course and Review of Syllabus
Aug 23-24	DC (Discovering Computers): Chapter 1 Introduction To Computers DC Chapter 2 The Internet and WWW
Week 2 Aug 27-31	Office 2003 Chapter: Windows XP and Office 2003 DC Chapter 3: Application Software <b>Saturday September 1 - Introduction to CIS 100 Practice Quiz Due</b>
Week 3 Sept 3-7	* Tuesday September 4, 2007 Labor Day – College Closed Office 2003 Chapter: Microsoft Word
Week 4	DC Chapter 4 Components of System Unit

Sept 10-14	<p><b>Examination 1: Chapters 1-4 (To Be Announced)</b></p> <p>September 15: Worksheet Assignment #1 Due</p> <p><b>September 15: Discussion Board Assignments #1 Due</b></p>
Week 5 Sept 17-21	DC Chapter 5 Input
Week 6 Sept 24-28	DC Chapter 6 Output DC Chapter 7: Storage
Week 7 Oct 1-5	<p><b>October 7: Microsoft Word and E-Mail Attachment Lab Assignments</b></p> <p><b>October 7: Worksheet Assignment #2</b></p> <p><b>October 7: Discussion Board Assignments #2 Due</b></p> <p><b>Examination 2: Chapters 5, 6, 7, and Microsoft Word (TBA)</b></p>
Week 8 Oct 8-12	DC Chapter 8 OS/Utility Programs
Week 9 Oct 15-19	DC Chapter 9 Communications and Networks
Week 10 Oct 21-26	DC Chapter 10 E-Database Management <b>October 28: Discussion Board Assignments #3 Due</b>
Week 11 Oct 29-Nov 2	Office 2003 Chapter: Microsoft Excel <b>Examination 3: Chapter 8, 9, 10, and Microsoft Excel (TBA)</b>
Week 12 Nov 5-9	DC Chapter 11 Computers and Society: Security, Privacy, and Ethics <b>November 11: Worksheet Assignment #3</b>
Week 13 Nov 12-16	Office 2003 Chapter: Microsoft PowerPoint
Week 14 Nov 19-23	DC Chapter 15: Computer Careers and Certification Office 2003 Chapter: Microsoft Access  * November 22-25 Thanksgiving Holiday – College Closed
Week 15 Dec 2-7, 10	<p><b>Friday December 7: All Practice Quizzes due</b></p> <p><b>Monday December 10: Microsoft Excel and PowerPoint Labs Due</b></p> <p><b>Monday December 10: Worksheet Assignment #4 Due</b></p> <p><b>Monday December 10: Discussion Board Assignments #4 Due</b></p>
Dec 11-15	<p>Final Examinations Week</p> <p><b>December 8-13: Examination #4: Chapters 11, 15, Microsoft PowerPoint and Microsoft Access</b></p>