

# CIT100

## Introduction to Personal Computers

Spring 2005

**Instructor: Richard Collette**  
**Instructor E-mail: richard@linuxtimes.net**  
**Class website: www.richardsclass.com**

### COURSE DESCRIPTION

A survey course for the use of software tools such as word processing, spreadsheets, graphics, presentation and database using Microsoft Office with includes hands-on experience on PC compatible computers

*Associate Degree Applicable/Course credit transfers to CSU.*

### MEETING TIME AND PLACE

Tuesday, 6:00 PM, in A215

### TEXTBOOK AND SUPPLIES



Marquee Series, Microsoft Office 2003

Nita Rutkosky, Denise Seguin  
ISBN: 9-7638-2074-1  
Publish date: 2004

2 floppy disks or other removable storage devices.

### GRADING

Exams (4@100 points-lowest dropped)	300
Lab Assignments (3 dropped)	400
Unannounced quizzes (1 dropped)	100
Final	200

### Point System

1000 total assigned points

A	>= 900
B	>= 800
C	>= 700
D	>= 600

## **COURSE POLICIES**

**Student Conduct in Class Policy:** Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated.

**Children in Class Policy:** Children are not permitted in the class.

**Electronic Devices in Class Policy:** Cellular telephones, pagers, CD players, radios, and similar devices are prohibited in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for the purpose of taking notes.

**Examination Policy:** Four **announced** examinations and five **unannounced** quizzes will be given. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled. **No quiz make-ups are allowed.**

**No exam will be given to a student who enters the class after the first student to complete the exam has left the room.**

**The lowest score from an announced examination will be dropped.**

To prepare for examinations, attend lecture and read the chapters. At least 90 % of the questions are taken directly from the reading material and from the handouts.

If you are absent or late, you are responsible for getting the course notes you missed. Handouts given in class will be available on the class web page. [www.richardsclass.com](http://www.richardsclass.com)

**Incomplete Policy:** Students will not be given an incomplete grade in the course without sound reason. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

**Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

**Cheating Policy:** Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
4. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course..

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

**Dropping policy:** *It is a student's responsibility to drop this class.* The instructor reserves the right to drop a student for any valid reason, including but not limited to missing more than five classes, cheating and improper behavior.

**Viewing Your Grades:** Your grade will be available on Campus Central at SBVCs web site. [www.valleycollege.edu](http://www.valleycollege.edu)

## **Class Schedule:**

<b>Week</b>	<b>1<sup>st</sup> hour</b>	<b>2<sup>nd</sup> hour</b>	<b>3<sup>rd</sup> hour</b>
01/11/05	Introduction	Introduction	LEC/LAB:Exploring XP, Page17-41
01/18/05	LEC:Intro to Word	LAB:Word, Section 1.1 -.12 <b>TURNIN: 1.10 &amp; 1.11</b>	
01/24/05	LEC:Word 2	LAB:Word Section 2.1-2.15 <b>TURNIN: 2.6 &amp; 2.15</b>	
02/01/05	LEC:Word 3	LAB:Word Section 3.1- 3.8 <b>TURNIN: 3.8</b>	
02/08/05	LEC:Word 4	LAB: Word Section 4.1- 4.11; <b>TURNIN: 4.8 &amp; 4.11</b>	
02/15/05	<b>TEST 1 (Word)</b>	LAB: MAKEUP TIME	LAB: MAKEUP TIME
02/22/05	LEC: Excel 1	LAB: Excel Section 1.1-1.9; <b>TURNIN: 1.8</b>	
03/01/05	LEC: Excel 2	LAB:Excel Section 2.1-2.11 <b>TURNIN: 2.8 &amp; 2.11</b>	
03/08/05	LEC: Excel 3	LAB:Excel Section 3.1-2.11 <b>TURNIN: 2.8 &amp; 2.11</b>	
03/15/05	Spring Break		
03/22/05	LEC: Excel 4	LAB:Excel Section 3.1-3.11 <b>TURNIN: 3.1, 3.2, 3.3 &amp; 3.11</b>	
03/29/05	<b>TEST 2 (Excel)</b>	LEC: Access 1	LAB:Access Section 1.1-1.11 <b>TURNIN: 1.8</b>
04/05/05	LEC: Access 2	LAB:Access Section 2.1-2.10 <b>TURNIN: 2.9 Step 15</b>	
04/12/05	LEC: Access 3	LAB:Access Section 3.1-3.10 <b>TURNIN: 3.10</b>	
04/19/05	<b>TEST 3 (Access)</b>	LEC: PowerPoint 1	LAB:PowerPoint Section 1.1-1.10, <b>TURNIN: 1.10</b>
04/24/05	LEC: PowerPoint 2	LAB:PowerPoint Section 2.1-2.12, <b>TURNIN: 2.12</b>	
05/03/05	LEC: PowerPoint 3	LAB:PowerPoint Section 3.1-3.12, <b>TURNIN: 3.12</b>	
05/10/05	<b>Test 4 (Powerpoint)</b>	<b>LAB: MAKEUP TIME</b>	
<b>05/17/05</b>	<b>FINAL exam</b>		