



(This information is being provided in addition to your *course Syllabus*)

COURSE/PROFESSOR INFORMATION

COURSES: **CIS 1003 Windows Vista**
 CIS 1503 MS Office

SEMESTER	SECTION	CALL#	METTING TIME	PLACE
SPRING 2009	1503-106	11223	T/R 2:30-4:15 PM	Rm BT 214 - 01/12/09-05/10/09 - MS OFFICE
SPRING 2009	1003-104	10173	F 8:00-11:30 AM	Rm BT 204 - 01/12/09-05/10/09 - WINDOWS
SPRING 2009	1003-502	10176	F 5:30-9:00 PM	Rm BT 204 - 01/12/09-05/10/09 - WINDOWS

INSTRUCTOR: **Mr. Chuck Louviere**

EMAIL: courses@holywordcafe.com (This is the best way to communicate with me. Please identify your college, course, day, time, and name in the subject line: EX: OSU 1113 Fri 1PM John Smith)

WEB: www.holywordcafe.com/courses (please do visit this website created for you by school logo)

PHONE #s: **OSU-OKC Business Technologies Division Office 405-945-3232**

OFFICE HOURS: N/A. You can usually see me immediately after class time or on break.

OFFICE LOCATION: N/A. I will stick around a few minutes after class for you, if needed.

PROFESSOR POLICIES

HOMEWORK:

The student's name should appear in the upper right hand corner. Look the syllabus over carefully. You are not required to turn in homework on the actual day that we are scheduled to cover that material. **All homework is listed on the day it is assigned and due at the beginning of the next class meeting.** Application Assignments (Office book) will be printed. Concepts assignments (Discovering Computers) will be filled out on a single page. Windows assignments vary (printed & written). Please note that class does not begin when you arrive; if you are late your homework is late. Homework assignments are considered given after that material is covered in class according to the tentative week-by-week schedule. **Note: I give 50% credit for late work, which is only available until the test for that particular unit is administered. No homework is accepted after the last test.**

TESTING:

It is mandatory that you are here for an exam on the date that the exam is administered. **Tests are only available for the TIME SCHEDULED (DATES GIVEN IN CLASS).** **Note: I do not use the testing center! There are no makeup tests.**

ATTENDANCE:

My records for this class start with the official college semester (not student enrollment date). To receive attendance credit you must be here for the entire lecture. I do not distinguish between *excused* and *unexcused* absences. 3 tardies constitute 1 absence. Leaving early before the lecture is concluded is also unacceptable and will be recorded. I may use multiple attendance sheets to record your complete attendance. It is your responsibility to sign this sheet, when passed out, for a proper record of your presence (even if you are tardy). **Note: Exceeding absences in any amount beyond 25% of the course (4 classes) will result in lowering the student's final course grade by one letter grade per absence exceeded.**

EMERGENCIES:

In the event of an **emergency**, you should **contact me** (by information provided above) as soon as possible to **discuss your situation** and/or options. Please understand that I am not required to accept *late work* nor to administer *exams* based on your schedule or circumstances. **This course will follow my tentative week-by-week schedule which follows the OSU-OKC semester.** If you feel that you are not able to complete this course acceptably, please withdraw yourself. At the end of the semester, all students will receive the grade that was earned for this course.

OTHER

PAY ATTENTION: disruptions to class education will not be tolerated and you will be asked to leave.
No Children allowed in the classroom
NO FOOD OR DRINK: not near the computers, help keep your tuition down. ☺
CELL PHONES AND PAGERS: can be left on (but NOT during tests). If they go off during class time they need to be silenced immediately. If you need to answer the call, please take it outside of the classroom. PLEASE deal with it promptly. If you don't, I will. Use of a cell phone during an Exam may result in a score of ZERO (0) for that Exam.