MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: SPRING 2011

COURSE NUMBER: CIS 110-50, 51 and 52   **INSTRUCTOR:** Paul L. Gipson

COURSE TITLE: Introduction to Computers   **OFFICE NO:** On-line

CREDIT HOURS: 3   **OFFICE/VIRTUAL HOURS: TBA**

CONTACT HRS/WK: 4 (2 class, 2 lab)   **PHONE NO:** (252)789-0246
Dr. Phyllis Broughton

PREREQUISITES: None

FAX: 252-792-0826

COREQUISITES: None

E-MAIL: lgipson@mcc.martincc.edu

COURSE DESCRIPTION: This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option)*

PROGRAM LEARNING OUTCOMES:
1. Use application software to produce and edit word processing, spreadsheet, and database files.
2. Install and configure switches and routers in multiprotocol networks that use LAN and WAN interfaces.
3. Explain the fundamentals of basic PC security.

COURSE LEARNING OUTCOMES:
1. Create and edit Word 2007 documents and reports.
2. Create Excel 2007 worksheet and embedded charts using formulas and functions to build worksheets.
3. Create an Access 2007 database using the design and datasheet view and query a database using the select query window.
4. Create a presentation in PowerPoint 2007 using a design template and text slide layout.
5. Basic understanding of the Microsoft Vista Operating System.

REQUIRED TEXTBOOK:
Shaffer/Carey/Finnegan/Adamski/Ageloff/Zimmerman, *New Perspectives on Microsoft Office 2007, Brief*, *Premium Video Edition* (9780538476584) Course Technology, 2011.

SUPPLEMENTAL RESOURCES:
Required Software: Microsoft Office 2007
Outside Reading Materials: Additional reading material will be required. Instructor will provide information on obtaining this material on-line.
Student Online Companion: http://www.course.com/np/office2007

LEARNING/TEACHING METHODS:
- Project notebooks,
- Outside Readings,
- Computer labs,
- Independent learning tasks;
- Essays and projects;
- On-line library searches;
- Magazine articles
- Interactive peer discussions on-line
- Online videos and audios.
- Outside reading assignments

ASSESMENTS/METHODS OF EVALUATION:
- Assignments and participation
- Outside reading assignments
- End of Course Project
- Tests/Quizzes
- Final Exam

GRADING POLICY:
Ten Point Grading Scale:
Assignments and quizzes total 500 points. There will be no opportunities for extra credit in this course - please do not ask. Value of assignments are subject to change with prior notification.

Letter Grade (10 point scale)	Points
A: 90% - 100%	450 - 500
B: 80% - 89%	400 - 449
C: 70% - 79%	350 - 399
D: 60% - 69%	300 - 349
F: 59% and Below	0 - 299

COURSE OUTLINE:

The dates and topics found in this syllabus are tentative, and therefore are subject to change. Changes will be announced in the Announcements section of Blackboard. It is your responsibility to log into Blackboard frequently and read the Announcements and review Assignments due dates.

Week	Assignment Dates	Topic	Assignment
1	See Assignments Section in BB	Introduction to Course	See Assignments Section in BB
2	See Assignments Section in BB	Internet and Data Files	See Assignments Section in BB
3	See Assignments Section in BB	Exploring the Basics of Microsoft Windows Vista	See Assignments Section in BB
4	See Assignments Section in BB	Managing Your Files	See Assignments Section in BB
5	See Assignments Section in BB	Getting Started with Microsoft Office 2007 **Test #1**	See Assignments Section in BB
6	See Assignments Section in BB	Word Tutorial 1: Creating a Document	See Assignments Section in BB 2
7	See Assignments Section in BB	Word Tutorial 2: Editing & Formatting a Document **Test #2**	See Assignments Section in BB
8	See Assignments Section in BB	Excel Tutorial 1: Getting Started with Excel	See Assignments Section in BB
9	See Assignments Section in BB	Excel Tutorial 2: Formatting a Workbook	See Assignments Section in BB
10	See Assignments Section in BB	Excel Tutorial 3: Working with Formulas and Functions **Test #3**	See Assignments Section in BB
11	See Assignments Section in BB	Access Tutorial 1: Creating a Database	See Assignments Section in BB
12	See Assignments Section in BB	Access Tutorial 2: Building a Database	See Assignments Section in BB 1
13	See Assignments Section in BB	Access Tutorial 2: Building a Database **Test #4**	See Assignments Section in BB
14	See Assignments Section in BB	PowerPoint Tutorial 1: Creating a Presentation	See Assignments Section in BB
15	See Assignments Section in BB	Appendix A: Introduction to Windows 7	See Assignments Section in BB
16	See Assignments Section in BB	**Comprehensive Final Exam**	See Assignments Section in BB

Assignments and quizzes will be available on-line approximately one week before the published assignment due date. This will allow you time to take the quiz (seven days). Do not wait until the last day to take the quiz or turn in your assignments. A quiz will not be available after the posted due date. There will be no make-up dates for the quizzes or assignments. **There are no resets. There will be no extra credit opportunities for this course.** *Late Assignments will not be accepted.*

Week 1: (August) Introduction

Week 2: (August) Internet & Data Files

Week 3: (September) Windows Vista & Security

Week 4: (September) File Management

Week 5: (September) Getting Started with Microsoft Office 2007

Week 6: (September) MS/Word Tutorial 1

Week 7: (September) MS/Word Tutorial 2

Week 8: (October) MS/Excel Tutorial 1

Week 9: (October) MS/Excel Tutorial 2

Weeks 10 & 11: (October) MS/Excel Tutorial 3

Week 12: (November) MS/Access Tutorial 1

Week 13: (November) MS/Access Tutorial 2

Week 14: (November) MS/Access Tutorial 3

Week 15: (December) MS/PowerPoint Tutorial 1

Week 16: Final Exam Due: Monday, December 13

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Changes will be announced on-line in the Blackboard Announcements section. It is your
responsibility check into Blackboard frequently to check for changes.

Assignment Descriptions for this Course (not all apply):

- **Review Assignments:** Review Assignments provide students with additional practice of the skills they learned in the tutorial using the same tutorial case, with which they are already familiar. These assignments are designed as straight practice only and should not include anything of an exploratory nature.
- **Case Problems:** A typical NP tutorial has four Case Problems following the Review Assignments. Short tutorials can have fewer Case Problems (or none at all); other tutorials may have five Case Problems. The Case Problems provide further hands-on assessment of the skills and topics presented in the tutorial, but with new case scenarios. There are four types of Case Problems:
  1. **Apply**. In this type of Case Problem, students apply the skills that they have learned in the tutorial to solve a problem. "Apply" Case Problems can include "Explore" steps, which go a bit beyond what was presented in the tutorial, but should include only 1 or 2 Explore steps if any at all.
  2. **Create**. In a "Create" Case Problem, students are either shown the end result, such as a finished Word document, and asked to create the document based on the figure provided; or, students are asked to create something from scratch in a more free-form manner.
  3. **Challenge**. A "Challenge" Case problem involves 3 or more Explore steps. These steps challenge students by having them go beyond what was covered in the tutorial, either with guidance in the step or by using online Help as directed.
  4. **Research**. In this type of Case Problem, students need to go to the Web to find information that they will incorporate somehow in their work for the Case Problem. A tutorial does not have to include each of the four types of Case Problems; rather, the tutorial's content should dictate the types of exercises written. It is possible, therefore, that some tutorials might have three Case Problems of one type and only one Case Problem of a different type. To the extent possible, the first Case Problem in a tutorial should be an "Apply" so that the Case Problems progress in degree of difficulty.
- **Internet Assignments:** Internet Assignments are additional exercises that students access via the Student Online Companion Web site. These assignments integrate the skills the students learned in the tutorial with research on the Web. Not all books or tutorials include Internet Assignments; for example, in the Office First Course text, only the application tutorials (Word, Excel, Access, and PowerPoint) have Internet Assignments.
- **Reality Check Exercises:** This feature is new for Microsoft Office 2007. Reality Check exercises are comprehensive, open-ended assignments that give students the opportunity to practice skills by creating practical, real-world documents, such as resumes and budgets, which they are likely to use in their everyday lives at school, home, or work. Reality Check exercises are offered at various points throughout a text, encompassing the concepts and skills presented in a standalone tutorial or a group of related tutorials.

STUDENT ATTENDANCE POLICY:

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours for this course. *A student will only be counted present for the week by submitting the completed current assignment during the week that the assignment is due. Late assignments do not count toward attendance as they will not be accepted by this instructor.*
Attendance is taken in several ways: (1) completion of assignments, (2) logging into Blackboard, (3) weekly log-ins to your Discussion Board assignment, and (4) e-mail correspondence.

To enter a section 50 or 51 (Internet) course, students must do two things:

(1) First, students must complete a technology assessment located on the Blackboard or Moodle login page.

(2) Second, students must login into Blackboard or Moodle and complete the first assignment within seven (7) school days.

Both the technology assessment and the first assignment must be completed for students to remain in the course. If students are taking more than one online course, the student ONLY takes the technology assessment ONE time.

After sending the e-mail and completing the technology assessment, students then return to the course in Blackboard.

Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will administratively withdraw the student – no exceptions.

Students who miss more than six contiguous contact hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact with the instructor may be administratively withdrawn from the class by the instructor and given a grade of "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA. The course syllabus will indicate what the instructor considers a justifiable absence and will define "verifiable contact." Students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F." The last day to officially withdraw without receiving an "F" is published in the academic calendar for each academic year. The official withdrawal date for mini sessions, block courses, or other non-traditional schedules are available from the registrar and will be included on the course syllabus.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn or if they officially withdraw.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES:

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class.

The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

Tests and Assignments are due no later that the date posted in the Syllabus – Course Outline. The student is responsible for completing the assignments and tests within the allotted time, usually seven days. Missed or late tests and assignments will not be accepted.   Any uncoordinated, unexcused, or missed assignment or test will result in a score of **0** for that assignment or test. Extra credit is **not** available in this course – don't ask.

Never wait until the day work is due to complete and submit quizzes or exercises. The unexpected often happens; especially it seems, on the day assignments are due. The instructor will help you as much as possible, but cannot be expected to be available to you 24/7. **Poor planning on your part does not constitute an emergency on my part.**

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information, refer to the "Academic Dishonesty" policy in the MCC Course Catalog. 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. In other words, students may not "work together" on graded assignments.

Posting of Grades: Assignments will be graded within 48 hours of the due date. Test grades are available within 48 hours after the due date of the test.

Incomplete Policy: Students will not be given an incomplete grade in this course. Do not ask.

CONTACT:

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

DISABILITY STATEMENT:

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.