

**MARTIN COMMUNITY COLLEGE**  
**COURSE SYLLABUS**  
**Semester/Year: Spring 2011**

**COURSE NUMBER:** CIS 110-5H1E

**INSTRUCTOR:** Steve Baker

**COURSE TITLE:** Introduction to Computers

**OFFICE NO:** Bldg 4, Room 34

**CREDIT HOURS:** 3

**OFFICE/VIRTUAL HOURS:**

Tuesday 12-4

Wednesday 8-11

Thursday 1-2

**CONTACT HRS/WK:** 4 (2 class, 2 lab)

**PREREQUISITES:** None

**PHONE NO:** 252-789-0283

**COREQUISITES:** None

**FAX:** 252-792-0826

**E-MAIL:** [sbaker@martincc.edu](mailto:sbaker@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. Produce Access database tables, queries, forms and reports.
2. Produce Word documents.
3. Produce Excel worksheets containing formulas and functions.

**REQUIRED TEXTBOOKS:**

Shaffer, A. (2007). *New perspectives microsoft office 2007: Brief*. Boston: Thomson Course Technology

**SUPPLEMENTAL RESOURCES:**

Software: Microsoft Office 2007 (6 month subscription bundled with textbook) and CaseGrader Software

Hardware: Minimum 1gig flash drive. (If you already have one for other courses, you may use that one, however you will need to have at least 500meg free on your existing drive.)

**LEARNING/TEACHING METHODS:** Lectures, labs, Internet assignments, hands-on activities, and outside reading assignments

**ASSESSMENTS/METHODS OF EVALUATION:**

Labs and attendance = 55 percent

Outside reading assignments = 5 percent

Tests/Quizzes = 30 percent

Final Exam = 10 percent

Total = 100 percent

Grading will be on a ten-point scale:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

**COURSE OUTLINE:**

Week 1: Introduction

Week 2: Internet & Data Files

Week 3: Windows 7 & Security

Week 4: File Management

Week 5: Getting Started with Microsoft Office 2007

Week 6: MS/Word Tutorial 1

Week 7: MS/Word Tutorial 2

Week 8: MS/Excel Tutorial 1

Week 9: MS/Excel Tutorial 2

Weeks 10 & 11: MS/Excel Tutorial 3

Week 12: MS/Powerpoint Tutorial 1

Week 13: MS/Powerpoint Tutorial 2

Week 14: MS/Powerpoint Tutorial 3

Week 15: MS/Access Introduction

Week 16: Final Exam

The dates and topics found in this syllabus are tentative, and therefore may change. Changes will be announced in class. It is your responsibility to get these changes.

### **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. Attendance will be taken at each class meeting.

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.

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.

Make-up work may be allowed at the discretion of the instructor, and the instructor's policy on make-up work will be included in the course syllabus. Students in clinical and cooperative educational work experiences must complete 100 percent of the required hours to receive a passing grade. Clinical or cooperative work experience make-up hours require clinical or cooperative educational work site approval and approval of the instructor.

Habitual tardiness and/or early departure in a course may, at the discretion of the instructor, be considered in computing class attendance. A student is considered tardy if not present when the class begins.

Students will be counted absent from the date they register for each course.

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.

If an instructor fails to report for a class within 15 minutes of the scheduled beginning time and has not left instructions, those students present should sign a sheet before leaving and designate a student to submit it to the Dean of Academic Affairs and Student Services.

**Justifiable Absences:**

1. Sickness
2. Family emergency
3. Transportation problems

**Verifiable Contact:**

1. Phone call
2. E-mail
3. Snail mail
4. Person-to-person contact

**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:** Make-up Tests and Assignments: The student is responsible for obtaining material when he/she was absent. The student can contact a classmate who was present or the instructor during his office hours or other times. **Missed or late work will not be accepted.** Any uncoordinated, unexcused, or missed test will result in a score of 0 for that test. Extra credit is not available in this course.

The instructor will help you as much as possible but cannot be expected to be available to you at the last minute. **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.

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](mailto: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](http://www.martincc.edu).**

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