

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: CIS 111
COURSE TITLE: Basic PC Literacy
CREDIT HOURS: 2
CONTACT HRS/WK: 3(1 Class, 2 Labs)
PREREQUISITES: None
COREQUISITES: None

INSTRUCTOR: Brenda Cox
OFFICE NO: NA
OFFICE/VIRTUAL HOURS: E-mail instructor
Phone NO: 252-792-1521 EX 246
FAX: 252-792-0826
e-mail: bcox@mcc.martincc.edu

COURSE DESCRIPTION: This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

PROGRAM LEARNING OUTCOMES:

1. Use application software to produce and edit word processing, spreadsheet, and database files.
2. Explain the fundamentals of basic PC security.

COURSE LEARNING OUTCOMES:

1. Create and edit Word documents and reports.
2. Create worksheet and embedded charts using formulas and functions to build worksheets
3. Create a database using the design and datasheet view and query a database using the selected query window.
4. Create a presentation in PowerPoint using a design template and text slide layout.

REQUIRED TEXT BOOKS: Vermaat, M., Shelly, G., & Cashman, T. (2010). *Microsoft Office 2007: Brief Concepts and Techniques*. Boston: Course Technology Cengage Learning. ISBN: 9-324-82684-1

LEARNING/TEACHING METHODS: Lectures, student discussions, case materials, supplemental information, projects as assigned, internet assignments, class participation, written assessment evaluations, assigned readings, and outside reading assignments.

ASSESSMENT/METHODS OF EVALUATION:

- Graded Assignments= 40%
- Outside Reading Assignments = 10%
- Quizzes = 30%
- Final Exam =20%
- Total =100%

GRADING POLICY: Letter grades will be determined using a standard percentage point of evaluation as outlined below:

A 93-100	B-85-92	C-75-84	D-69-74	F-Below 69
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COURSE OUTLINE:

CHAPTER	WEEK
Class Introduction/Windows	1
Word 1	2-3
Word 2	4-5
Spreadsheets 1	6-9
Spreadsheets 2	10-11
Access 1	12-13
Access 2	14-15
PowerPoint	16

STUDENT ATTENDANCE POLICY: The census date is the date on which 10 percent of the total course hours have been met. Students must be present in at least one class during the first 10 percent of the course in order to be considered enrolled in the course. Students who do not attend the course by the census date will be administratively withdrawn from the course by the instructor and will not be allowed to attend class. 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.

Students who miss more than six continuous 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.

Make-up work may be allowed at the discretion of the instructor. Make-up work will only be allowed in the case of a justifiable absence. 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. Five tardies and/or early departures will be counted as an absence for attendance purposes. If a student is absent for more than half of a class period, the student will be counted absent.

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.

COURSE POLICIES: The student is responsible for obtaining material when he/she is absent. The student can contact a classmate who was present or the instructor via e-mail. Missed quizzes or missed quiz or exam will result in a score of 0 for the exam. All class work will be assigned with a generous time deadline. No late work will be accepted for credit

toward the course grade. Assignments that are turned in late will receive a score of 0 unless previous arrangements have been made with the instructor.

1. Do not bring children or visitors into the classroom
2. Do not turn on computer speakers unless instructed to do so
3. Do not play computer games or surf the internet during class time
4. Turn off all cell phones, beepers, etc. in class
5. MCC issued IDs must be worn in class at all times
6. Students who are disruptive may be asked to leave class; show respect at all times

INTERNET POLICY: Internet services are provided for Martin Community College staff, faculty, and students to support professional activities and educational needs. All MCC users are responsible for using the Internet in an effective, efficient, ethical, and lawful manner.

Internet access is a privilege, not a right, and as such, students who use it improperly can be dismissed. This policy applies to all college-owned and -managed computer systems including hardware, data, software, and the communication networks associated with these computers.

ACADEMIC HONESTY: You are expected to do your own work. This means that you do not use another person's work.

Cheating, dishonesty, fabrication, falsification and forgery, multiple submissions, plagiarism, and computer misuse will not be tolerated and could lead to a failing grade. Take pride in doing your own work.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at 252-792-1521 ext. 246 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.

If you have a need for a disability-related accommodation, please notify the Student Services Counselor at 252-792-1521, ext. 294.

This syllabus is subject to change. Students will be notified before changes are made.

Request for Excused absences for Religious Observances*

Students who wish to be excused for a Religious Observance required by their faith must complete and submit this request form to the instructor(s) prior to the census date of each class. Students shall be given the opportunity to make up any test or other work missed for the approved religious observance. 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.

First	Last	Student Identification
Address	City	State
Phone Number	Zip Code:	Term: <input type="radio"/> Fall <input checked="" type="radio"/> Spring <input type="radio"/> Summer
Program of Study:	Year: 20__	
Date of Proposed Absence::	Religious Observance:	

Course Prefix	Course Number	Section Number	Course Title	Instructor Signature

Student Signature _____ Date _____

After the form has been completed and signed by the student, instructor(s) should sign the form, make a copy for his/her records, and forward the form to the registrar.

*In compliance with G.S. 1150-5, 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.

