

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

**COURSE NUMBER:** CTS 287 (5H1E)

**INSTRUCTOR:** Jason Freeman

**COURSE TITLE:** Emerging Technologies

**OFFICE NO:** Building 1, Room 16C

**CREDIT HOURS:** 3

**OFFICE/VIRTUAL HOURS:** E-mail Instructor

**CONTACT HRS/WK:** 3 (3 class)

**PHONE NO:** (252)789-0304

**PREREQUISITES:** None

**FAX:** (252)792-0826

**COREQUISITES:** None

**E-MAIL:** jfreeman@mcc.martincc.edu

**COURSE DESCRIPTION:**

This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

**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. Use and evaluate online resources in a business environment.
2. Diagnose hardware and software problems.
3. Install and configure new hardware and software.

**REQUIRED TEXTBOOKS:**

Evans, A., Martin, K., & Poatsy, M. (2011). *Technology in action, complete, 7th edition*. Upper Saddle River, NJ: Pearson Education.

ISBN-13: 978-0-13-509669-7

ISBN-10: 0-13-509669-3

**SUPPLEMENTAL RESOURCES:**

A word-processing program (such as Microsoft Office or OpenOffice Writer), 100-page notebook for notes, and flash drive containing at least 1 gigabyte of storage space

**LEARNING/TEACHING METHODS:**

For each module covered in the class, the instructor will lecture, encourage in-class discussion with and among students, assign outside reading activities, and assign reading guides for each chapter in the textbook. Some practical lab assignments may also be periodically assigned.

**ASSESSMENTS/METHODS OF EVALUATION:**

The following table lists the graded assignments and the respective percentage of the student's grade each item composes.

Graded Item	Percentage of Overall Grade
Module Tests	50%
General Assignments	25%
Outside Reading Assignments	5%
Final Exam	20%

**GRADING POLICY:**

The student will receive a final grade based solely on the weighted grade received at the end of the semester. This grade will be based on the following 7-point grading scale:

Weighted Final Score	Final Grade
93.00% - 100.00%	Grade A
85.00% - 92.00%	Grade B
77.00% - 84.00%	Grade C
70.00% - 76.00%	Grade D
Below 70.00%	Grade F

**COURSE OUTLINE:**

Week	Module
Week 1 through Week 3	Module 1: Review of Basic Computer Literacy and the Primary Components of a Modern Computer
Week 4 through Week 6	Module 2: Using the Internet and Application Software in Business and Research Environments
Week 7 through Week 9	Module 3: Using System Software, Assessing Hardware, and Basic Networking Among Computing Devices
Week 10 through Week 12	Module 4: Managing and Protecting Important Data in Home and Business Environments
Week 13 through Week 14	Module 5: Other Topics in Modern Technology
Week 15 and Week 16	Review and Final Exam

**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 85 percent (41 hours) of the total hours for the course.

This class is a hybrid class, which means that some hours must be completed in-class and that some hours must be completed through completion of assignments. In-class absences are computed exactly as traditional classroom absences are computed. For example, a student who misses one hour of classroom time incurs a one-hour absence penalty. However, failure to complete some assignments by their deadlines will also result in absence penalties.

Students must be present in at least one face-to-face classroom session 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. A justifiable absence includes the following reasons for absence: illness, death in the family, jury duty, and school-related functions. (However, the instructor must be notified in advance of absences caused by school-related functions or jury duty.) Verifiable contact includes contact by these means: meeting the instructor face-to-face, emailing the instructor using the school-provided e-mail address, and/or calling the instructor using the telephone number and extension (if applicable) provided in the syllabus. 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.

Only course work in the “Module Tests” category can be made up because of absences; all other assignments will not be accepted beyond the respective, posted due dates.

Habitual tardiness and/or early departure in a course may, at the discretion of the instructor, be considered in computing class attendance. Tardiness, in this course, is defined as being late for class more than one (1) minute after the official start of class; early departure, in this course, is defined as leaving the class more than one (1) minute early before the official end of class.

Students will be counted absent from the date they enroll 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.

**\*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:**

Students must observe the following policies:

1. Students must not bring children or visitors into the classroom.
2. Students must not play games or leisurely surf the Internet in the classroom.
3. Students must not eat or drink any food or drinks in the classroom.
4. Students must turn off all cell phones, pagers, and/or beepers while in class.

**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.*