

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011
Revised: January 11, 2011

COURSE NUMBER: CIS 111 (5H2)

INSTRUCTOR: Gary Copeland

COURSE TITLE: Basic PC Literacy

OFFICE NO: Building 4 Room 48A

CREDIT HOURS: 2

OFFICE/VIRTUAL HOURS: E-mail instructor

CONTACT HRS/WK: 3 (1 Class, 2 Lab)

PHONE NO: Contact Dr. Broughton
252-789-0246

PREREQUISITES: None

FAX: 252-792-0826

COREQUISITES: None

E-MAIL: gcopeland@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. 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 documents and reports.
2. Create worksheets 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 select query window.
4. Create a presentation in PowerPoint using a design template and text slide layout.

REQUIRED TEXTBOOKS:

Shelly, G., Freund, S., & Enger, R. (2011). *Microsoft windows 7 essential*. Boston: Course Technology, Cengage Learning. ISBN: 978-1-4390-8107-5.

Vermaat, M., Shelly, G., & Cashman, T. (2008). *Microsoft office 2007: Brief concepts and techniques*. Boston: Course Technology, Cengage Learning. ISBN: 978-1-4188-4326-7.

SUPPLEMENTAL RESOURCES: Software: Microsoft Office 2007 and Microsoft Windows 7.

LEARNING/TEACHING METHODS: Student discussions, online PowerPoints and videos, supplemental information, projects as assigned, internet assignments, online assessment evaluations, assigned readings, and outside reading assignments.

ASSESSMENTS/METHODS OF EVALUATION:

- Graded Assignments = 50%
- Tests = 30%
- Outside Reading Assignments = 5%
- Final Exam = 15%

Total = 100%

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

- A** 90%-100%
- B** 80%-89%
- C** 70-79%
- D** 60-69%
- F** Below 60%

COURSE OUTLINE (subject to change):

Chapter	Week
Class Introduction	1
Windows 7	2-3
Word 1	4-5
Word 2	6-7
Excel 1	8-9
Excel 2	10-11
Access 1	12
Access 2	13
PowerPoint 1	14-15
PowerPoint 2	16
Final Exam	17

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 required to attend a minimum of 85 percent of the classroom hours for the course. Hybrid attendance is based on completion of assignments.

COURSE POLICIES: A grade of 0 will be given for any work that is not completed by the due date. Make-up work will not be allowed unless the instructor is contacted in advance or within one week after the due date for the missed work. The student is responsible for checking e-mail and logging into the course in order to obtain any announcements regarding the course. All class work will be assigned with a generous time deadline.

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 suspended or 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 academic work. This means that you do not use another student's work. All submissions will be monitored carefully.

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

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.

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.

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

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