



1011 Page Street ▪ Troy, NC 27371 ▪ Phone: 910-898-9600 ▪ Website: [www.montgomery.edu](http://www.montgomery.edu)

## Fall 2020 Course Syllabus

### COURSE INFORMATION

CIS 110: Introduction to Computers

Class Hours: 2      Lab Hours: 2      Work Exp./Clinical Hours: 0      Credit Hours: 3  
Prerequisite(s): None      Corequisite(s): None

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.

Online: W1H

### INSTRUCTOR INFORMATION

Check the START HERE link in Blackboard for my contact information. The best way to reach me is via email. Please use your MCC TrailMail account to contact me. I check email frequently and strive to respond to all inquiries within 12 to 24 hours.

### REQUIRED TEXTBOOK(S) AND OTHER MATERIALS

Discovering Computers & Microsoft® Office 365 & Office 2016: A Fundamental Combined Approach, 1st Edition, Cengage Learning, Multiple authors

Select an option (paperback ISBN: 9781305871809 or loose leaf ISBN: 9781337251655).

The loose leaf option is cheaper, but you will need to purchase a 3-ring binder for it. Loose leaf editions CANNOT be sold back to the MCC Bookstore. eBook rentals are also available.

If you are enrolled in other courses that use books and learning tools published by Cengage Learning, you may want to purchase a Cengage Unlimited subscription to save money.

Textbooks are available in the virtual [MCC Bookstore \(opens in a new window\)](https://bncvirtual.com/montgomerycc) [Direct Link: <https://bncvirtual.com/montgomerycc>]. Read the [bookstore instructions \(opens in a new window\)](#) if you need assistance placing your order [Direct Link: <https://www.montgomery.edu/wp-content/uploads/bookstore-how-to.pdf>].

Microsoft Office 365 is available to all MCC students for free. It contains helpful applications for creating reports and presentations. Use your MCC student email address and [these instructions \(opens in a new window\)](https://3mit.com/mcc/dlo/technology.pdf) [Direct Link: <https://3mit.com/mcc/dlo/technology.pdf>] to install it. You can install it on up to five devices.

If you do not already have one, purchase a reputable brand USB flash drive for saving files. SanDisk, Kingston, and Memorex are good brands.

**If you are using a Montgomery County Schools laptop that will not allow you to use a flash drive, you should purchase one to have as a backup in case the laptop must be submitted for repair. Computers at MCC do allow use of a flash drive. Extract data files to the laptop AND the flash drive. Please keep your lab assignments and tests backed up to OneDrive so that you can still access them to meet deadlines should your laptop need repair.** You must be resilient in college and still meet deadlines even when you experience the inconvenience of computer issues. Lab computers are available at MCC so that you can complete assignments while the laptop is being repaired.

You need access to a reliable, high-speed internet connection and computer that is free of malware and viruses. If you do not have this equipment at home, you are welcome to use the MCC Library and MCC CATS Lab to complete assignments.

This course is NOT designed for the Mac OS or Chromebooks. Please use a PC to complete all assignments. You must use Office 365/2016 for PC for completing assignments in the course.

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## **ACCESSIBILITY STATEMENT**

If you have a special need that may affect your academic performance and are seeking accommodations, it is your responsibility to inform Counseling Services of your request as soon as possible. Counseling Services is located in Blair Hall (formerly Building 100), Room 140 or you may contact Counseling Services at 910-898-9619. It is important to request accommodations in a timely manner (preferably at least one month prior to registration) so that the request may be considered and approved by Counseling Services.

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## **COURSE COMPETENCIES**

Upon successful completion of this course, the student should be able to:

1. Identify the basic elements required in a computer system (Module 1: ITT).
2. Produce electronic documents using various software applications (All Word, Excel, and PowerPoint modules).
3. Illustrate the role of the computer for personal and professional uses (entire course).

To successfully achieve these competencies, students are required to complete all assigned reading, tutorials, etc. even if those assignments are not submitted to instructors for grading. Complete reading BEFORE coming to class, and always bring all required materials to each class session. This should be practiced by online students as well (e.g., complete reading before completing assignments or participating in discussion forums). Always be prepared for class.

## COURSE OUTLINE OF TOPICS

Course Introduction

Module 1: Introducing Today's Technologies: Computers, Devices, and the Web

Module 2: Connecting and Communicating Online: The Internet, Websites, and Media

Office 2016 and Windows 10 Module: Essential Concepts and Skills

Word Module 1: Creating, Formatting, and Editing a Word Document with a Picture

Word Module 2: Creating a Research Paper with References and Sources

Word Module 3: Creating a Business Letter with a Letterhead and Table

PPT Module 1: Creating and Editing a Presentation with Pictures

PPT Module 2: Enhancing a Presentation with Pictures, Shapes, and WordArt

PPT Module 3: Reusing a Presentation and Adding Media and Animation

Excel Module 1: Creating a Worksheet and a Chart

Excel Module 2: Formulas, Functions, and Formatting

## FINAL GRADE COMPUTATION

Lab Assignments: 35% (There are 10 assignments in this category, each one counts for 3.50% of the final average.)

Concepts Assignments: 5% (There are 15 assignments in this category, each one counts for 0.33% of the final average.)

Lab Tests: 40% (There are 4 assignments in this category, each one counts for 10% of the final average.)

Concepts Tests: 20% (There are 6 assignments in this category, each one counts for 3.34% of the final average.)

There's a Grade Estimator icon at the top of the Blackboard Announcements page that you can use to project your final grade (e.g., what scores will I have to earn to finish with an A, B, etc.). Grade sheets (rubrics) are provided in the Course Information area for labs and lab tests. Reflection post credit will be awarded with a participation grade.

## GRADING SCALE

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading system is listed below.

<b>Grade</b>	<b>Explanation</b>	<b>Quality Points Per Credit Hour</b>
A (90-100)	Outstanding	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Passing	1
F (0-59)	Failure	0

## STUDENT ACCOUNTS

MCC students have access to several accounts as described below. It is recommended that you use the Mozilla Firefox browser for accessing your accounts and courses.

**Self-Service:** Self-Service is the student information database. All students are required to access Self-Service to keep track of courses completed, grades, GPA, financial aid, etc.

**Student Email (Gmail):** All students are required to check student email at least weekly. Students in online and hybrid courses are required to check it multiple times weekly, **preferably daily**. If desired, student email can be forwarded to another email account that is checked more frequently. Please check with the CATS Lab for forwarding instructions. MCC instructors will only use the MCC student email account when communicating with students via email. They will not use students' personal email address(es).

**Blackboard:** Blackboard is the course management system used at MCC. Online and hybrid students are required to access Blackboard many times weekly. Some traditional students must also access Blackboard for supplemental course information (e.g., viewing documents, submitting assignments).

Links and instructions for accessing all of these accounts, including how to reset the password, are available on the TechTrail menu at the top of the [MCC website \(opens in a new window\)](#). [Direct Link: <https://www.montgomery.edu/>]. **Students should never give access to any student account to another person. Sharing access with others is academically dishonest.**

## COURSE POLICIES

**Attendance Policy:** Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class. All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for a course, a student must attend 80% of class and 80% of lab hours. When absences total more than 20% of the total contact hours for the course, a student will be dropped from a class. If extenuating circumstances exist, the student may submit an appeal and request readmission to the class. The Vice President of Instruction will review the appeal and make the final determination concerning readmission.

Your attendance for an online course is measured by assignments that are submitted by the due date. If you have assignments due and you fail to submit them, it will count as an absence for the week. You must do more than simply log in and "click around" in the course. This course will run as noted on the Course Calendar under the Start Here link in Blackboard. Due dates/times are clearly marked on that calendar. If you are in a seated class, your instructor will announce due dates/times.

Information about required documentation for absences can be found in the Other Helpful Information section of this syllabus.

If you miss two consecutive weeks of class (or one week in an 8-week course) with no communication with the instructor and no documentation provided, you will be dropped from the course. If given conditions for returning to class, you must meet ALL requirements to be allowed to remain in the course. It is imperative that you notify instructors of all absences. If you are dropped from a course, go to Student Services to officially withdraw so that it does not adversely affect your GPA.

**Tardy Policy:** Students who are more than 10 minutes late at the beginning of class will be counted absent. Students are welcome to attend the remaining portion of the class. No class will be restarted for students who are late. This also applies to any students who return late from mid-class breaks.

**Late Work Policy:** Information Technology instructors do *\*NOT\** accept late work. All assignments and tests have a deadline, and you are given ample time to complete those activities. Deadlines are necessary to ensure that we get timely feedback to you on assignments. The clock on the Blackboard Server will be the official time for this course. Please do NOT wait until the last few hours of the week to work on assignments. If you procrastinate, you are likely to have computer equipment issues, computer viruses, or some other problem(s). If you have an unforeseen emergency (e.g., a hospital stay, extended illness, etc.), please contact the instructor BEFORE the deadline to discuss missed assignments. **In case you become too sick to notify the instructor of absences, please appoint a friend or family member at the beginning of the semester to do that for you. You are required to notify employers of absences, and we require the same courtesy in our courses.**

**Academic Dishonesty Policy:** At MCC, it is our desire to maintain the highest degree of academic integrity. To that end, academic dishonesty in any form will be considered as a violation of the Student Code. Please reference the [Student Handbook \(opens in a new window\)](#) for further information [Direct Link: [https://www.montgomery.edu/wp-content/uploads/student\\_handbook.pdf](https://www.montgomery.edu/wp-content/uploads/student_handbook.pdf)].

**Instructors in the Information Technology Department do NOT tolerate academic dishonesty!**

Cheating includes copying someone else's work and passing it off as your own; it also includes supplying another person with a copy of your work for him/her to submit. It is acceptable for you to work together on assignments when deemed appropriate by the instructor. You can work together without cheating. For example, if you are working on a lab assignment with someone else, BOTH of you should step through the lab using SEPARATE computers. Each student should then save his/her own copy of the file on his/her flash drive. You should NEVER, under any circumstances, share your flash drive, your computers/devices, your files, or login information with your peers. You **\*\*CANNOT\*\*** sit at the SAME computer with another person and submit ONE file, even if you worked on it "together". You CANNOT work on tests together. You CANNOT work on projects together unless it's a group project. If in doubt about whether or not you might be cheating, ask the instructor BEFORE you begin. It is better to ask up front instead of trying to make up excuses after the fact. If your computer at home is broken, please make arrangements to use the CATS Lab at MCC (even if it's not convenient for you to drive to campus). You can use our computers as a workaround until you get yours repaired. **There will be no leniency in matters of academic dishonesty!**

**Penalties**

First Offense: A grade of zero for the assignment

Second Offense: A grade of zero for the course

Third Offense: Suspension from MCC

**Liability Policy:** MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities.

## OTHER HELPFUL INFORMATION

**Communication:** When communicating via email or making posts in Blackboard, please use correct English (proper grammar, correct spelling, correct capitalization, complete sentences, etc.). Text messaging abbreviations and slang are not permitted. You will be expected to use properly written English in the workplace, so we expect it in course communications as well. Be specific when asking questions. Include the page number, step, a copy of the file, and a screenshot of any issues or error messages. We cannot assist you without “seeing” the problem you describe. You also need to include the course number and section (e.g., ABC-101-W18B) at the beginning of the email subject line.

**Extra Credit:** Extra credit is typically not offered in Information Technology courses. Should it be offered, it will truly be something above and beyond what is required in the course and will be announced by the instructor verbally in class and/or via Blackboard announcement. Please do not request extra credit to make up for an excessive amount of missed/failed assignments.

**Behavior:** All students will be respectful of the instructor and their classmates. A verbal warning will be issued for the first and second offenses of any inappropriate behavior (e.g., sleeping in class, using profanity, texting or talking during inappropriate times, being disruptive, etc.). **On the third offense, the student will be dropped from the course with an F recorded on the transcript.**

**Computers:** On campus computers must be used for academic related activities. During class time, this policy will be strictly enforced! DO NOT open social networking or other personal sites during instruction. If you must check those sites during class, please go to the CATS Lab, and you will receive an absence for the day. The following uses are not allowed: downloading software, use for commercial purposes or personal gain, use for illegal purposes, use to alter computer hardware or software, use for game playing, downloading videos or music for personal use, use in violation of copyright laws or software licenses, use to access pornographic or other inappropriate content. The full Acceptable Use Policy is available in the MCC Student Handbook.

**Cell Phones:** If you bring a cell phone to class, the ringer must be silenced or at least turned to vibrate—NO exceptions! You are allowed to answer emergency calls only, and you must leave the classroom to answer the call(s). Sending text messages is NOT allowed—NO exceptions! If you must continually send text messages, please leave the classroom, and you will receive an absence for the day.

**Documentation for Absences:** Always provide documentation (e.g., hospital document, doctor’s note, court note) when reporting absences. If you don’t have a scanner, take a photo of the document with a smartphone, and email it from your MCC student email account as an attachment. You are required to notify employers of absences, and you should approach school with the same sense of urgency you would a job. All work missed during approved absences must be made up, but you may not receive credit for the

work if the instructor has a NO LATE WORK policy. It is up to each instructor to decide how to handle late work associated with absences. It largely depends on how timely the absence is reported and whether or not the required documentation is provided. Notify online instructors of absences with supporting documentation well before the last few minutes of the week so that they will know the absence is legitimate. For example, if you have an unexpected hospital visit on Tuesday that prevents you from meeting a deadline on Sunday at 9:00PM, notify the instructor on Tuesday or Wednesday. Do not wait until 8:55PM on Sunday to report it. It will be left up to each individual instructor as to how he/she will handle absences that are reported in the last few hours of the week or after the deadline for the week has passed. **NOTE: No missed assignments will be accepted more than two weeks late \*\*IF\*\* communication about the absence(s) or missed assignments was NOT initiated within two weeks of the original deadline. Even with documentation, you cannot wait until three or four weeks later to communicate issues and request an opportunity to make up work.**

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## **COURSE CALENDAR / TIMELINE OF PROJECTS / SCHEDULE OF ASSIGNMENTS**

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Check the Start Here link in Blackboard for a Course Calendar.

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## **DISCLAIMER STATEMENT**

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Deviations from this syllabus are at the discretion of the instructor. Whenever possible, prior notice of any deviations will be provided.

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## **AFFIDAVIT**

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Completion of the Mandatory First Assignment in Blackboard indicates that I have read and understand this syllabus and am bound by its contents.

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## **COVID-19**

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Should the college implement schedule changes due to COVID-19, students will still be required to complete at least 80% of course requirements. This may mean that certain assignments, activities, or discussions will be graded and also count for student attendance. Other assigned items may be for attendance purposes only. Students will be notified of all scheduling modifications. Students who miss class due to medically advised isolation, quarantine, or other circumstances related to COVID-19 will be provided with resources and opportunities to make up work or prove attendance during those documented dates.

Please see COVID19 addendum for additional protocols.



## COVID-19 Campus Exposure Procedures For Employees and Students

### EMPLOYEE PROCEDURES

#### IF...

An **employee** experiences symptoms or has a confirmed case of COVID-19



#### THEN...

- contact Melisa Bond immediately
- do not return to campus for 10 days after symptoms have subsided or after receiving a negative COVID-19 test
- any exemption to this requirement must be approved by the President
- documentation of the exposure may be required

#### IF...

An **employee** comes in direct contact with an individual who has been infected with COVID-19



#### THEN...

- contact Melisa Bond immediately
- do not return to campus for 10 days after symptoms have subsided or after receiving a negative COVID-19 test
- any exemption to this requirement must be approved by the President
- documentation of the exposure may be required



# STUDENT PROCEDURES

## IF...

A **student** experiences symptoms or has a confirmed case of COVID-19

## THEN...

- contact your instructor(s) immediately; they will notify the Vice-President of Instruction
- do not return to campus for 10 days after symptoms have subsided or after receiving a negative COVID-19 test
- any exemption to this requirement must be approved by the President
- Note: students who have COVID-19 or such symptoms will not be counted absent for the purpose of removal from class and will be given extended time, as appropriate, to complete assignments
- documentation of the exposure may be required



## IF...

A **student** comes into contact with an individual who has been infected with COVID-19

## THEN...

- contact your instructor(s) immediately; they will notify the Vice-President of Instruction
- do not return to campus for 10 days after symptoms have subsided or after receiving a negative COVID-19 test
- any exemption to this requirement must be approved by the President
- Note: students who have COVID-19 or such symptoms will not be counted absent for the purpose of removal from class and will be given extended time, as appropriate, to complete assignments.
- documentation of the exposure may be required

