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Notice: This is an online course. All course content is delivered through the CCP course management system – WebStudy.

Catalog Course Description:
This course is an exploration of modern computer technology used for communication, collaboration, problem solving, decision making, and increasing personal productivity. Topics covered include word processing, electronic spreadsheet and presentation software; library information systems; collaboration and social networking software; data communications and networking; and ethical issues related to technology. (2-2-3)

Prerequisites:
Students must be English 101 ready.

Required Text:
Gary Shelly, Thomas J. Cashman, Misty E. Vermaat
The ISBN that you need to purchase for this class is:
Publish date: March 3, 2009
1328 pages
Be sure the text you purchase comes with a valid code for SAM for Office 2007

Required Software:
The required software for this course is Microsoft Office 2007 and Windows XP. You may purchase a student version of Microsoft Office Professional at JourneyEd.com (http://www.journeyed.com/select/).

Supplies:
The textbook is required for this course.
A flash memory drive is recommended for this class.

Course Goals:
The objectives for each chapter, which are listed at the beginning of each chapter, will cover what skills you are expected to have mastered by the end of the chapter.
Course Activities:

Chapter Reading and Hands-on Exercises:
For each assigned chapter, you are to read the entire chapter and complete the step-by-step or hands-on exercises on the computer. These exercises are designed to teach the skills presented in the chapter. Hands-on exercises must be done. Exercises from sources other than the text may be assigned over the course of the semester.

SAM 2007 (Skills Assessment Manager)
SAM is an online Assessment, Training, and Project-based system. It will be used extensively in this course. You must acquire a valid SAM user code when you buy the textbook for this course.

SAM Projects
You will be assigned practice problems that are designed to reinforce the skills presented in the chapter, usually from the end of the chapter. Specific directions and requirements for chapter assignment will be provided. Assignments submitted after midnight Sunday of the week they are assigned are considered late and will have points deducted for being late. Any assignments not submitted will receive a grade of zero (0).

SAM Chapter Exams
SAM exams are emulated Office 2007 tasks that evaluate your ability complete specific skills. There will be a SAM exam for each chapter assigned for Word, Excel and PowerPoint.

Other Activities
I will assign activities outside of SAM and the textbook.

Unit Projects for Word and Excel
There will be a unit project for both Word and Excel that will test your ability to use the software and your understanding of terms and concepts

Attendance:
- Online courses are completed through the Internet; therefore, the instructor takes attendance by checking for completion of all assignments, exercises and forums. Completion means that you are doing the work in a timely manner similar to attending and submitting class work on a regular basis in a face-to-face class. Failure to turn work in on time will count as an absence. After two (2) absences, you may be dropped from the course. Refer to the College Catalog for specifics on Withdrawals from Courses under the section entitled Policy on Academic Standards and Progress. You will be dropped from this course if you do not submit assignments for two weeks.

*** If, for any reason, you are unable to complete this course you are responsible for submitting the required paperwork to the College to drop this course. I will submit the grade you earn on all assignments given in the course.
Office Hours: This is an online course I expect to communicate with you via WebStudy email. I will be teaching at the NWRC on Monday afternoon and on Main campus on Tuesday and Thursday afternoon. If you want to see, please let me know you are coming to see me.

Policies:
- The CIS Department adheres to all College Policies. These can be found in your Student Handbook or at the following hyperlink: http://www.ccp.edu/site/current/conduct_code/pdfs/CCP_Student_Code_of_Conduct.pdf
- Software and hardware problems are not acceptable excuses for late work. Problems with disks, computer viruses, and computer crashing are not valid reasons for not submitting the work. You, the student, are responsible for managing your technology problems when you register for this course.
- It is recommended that students plan to spend at least eight to ten (8-10) hours each week to read, practice, and complete the assignments.

Financial Aid:
Please see the College catalog regarding impact to Financial Aid if you drop this course.

Messages:
Please use WebStudy email exclusively to contact me. My college email address is mholliday@ccp.edu.
Please remember the following when communicating in either by email or in a forum:
1. Always include a relevant subject
2. Always write in complete sentences
3. Don't use text shortcuts emoticons or acronyms
4. Use spell check
5. Always sign your email messages
All communication in this class should be considered as formal business communication.

Plagiarism
Students must do their own work; plagiarism will not be tolerated. Any assignment presented by a student in fulfillment of course requirements must reflect his/her own work unless credit is properly given to others. Anyone who assists another in such academic dishonesty is equally responsible. All students involved in plagiarism or cheating may be withdrawn from the course. The grade on the assignment will be an “F”.

Disability Accommodations Policy
Students who are registered with the Center on Disability must inform the instructor by the end of the first week of classes if special accommodations are requested. Proper documentation must be presented.

Grading Policy
Students will be penalized for work turned in late. Students are responsible for all the work covered. If you decide to drop the course, please do not just stop coming. Officially drop this course or you will get an “F”. Any student who stops attending classes, does not
officially withdraw, and does not complete the class requirements will receive an “F” for a grade. Course grades are a combination of how well the material is known and how well it is applied. Course grades will be assigned as objectively as possible, according to the following scale:

<table>
<thead>
<tr>
<th>Percent of Total</th>
<th>100 – 90</th>
<th>89 – 80</th>
<th>79 – 70</th>
<th>69 – 60</th>
<th>59 – 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
</tr>
</tbody>
</table>

**Grading:**

The scoring proportions follow:

- SAM Project Assignments --------20%
- SAM Chapter Exams ---------------30%
- Hands-On Exercises ---------------20%
- Other assignments ---------------30%

**Schedule**

<table>
<thead>
<tr>
<th>Week Number</th>
<th>Topic</th>
<th>Week Number</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intro / File Management</td>
<td>8</td>
<td>MS Excel Chapter 2</td>
</tr>
<tr>
<td>2</td>
<td>MS Word – Chapter 1</td>
<td>9</td>
<td>MS Excel Chapter 3</td>
</tr>
<tr>
<td>3</td>
<td>MS Word – Chapter 2</td>
<td>10</td>
<td>Excel unit project</td>
</tr>
<tr>
<td>4</td>
<td>MS Word – Chapter 3</td>
<td>11</td>
<td>Using a DBMS</td>
</tr>
<tr>
<td>5</td>
<td>Word unit project / Searching the Internet</td>
<td>12</td>
<td>Office Integration</td>
</tr>
<tr>
<td>6</td>
<td>PowerPoint – Chapters 1 &amp; 2</td>
<td>13</td>
<td>Social Networking and WEB 2.0</td>
</tr>
<tr>
<td>7</td>
<td>MS Excel Chapter 1</td>
<td>14</td>
<td>Data Communications</td>
</tr>
</tbody>
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