



Community College of Philadelphia
Applied Computer Technology
CIS 103 – 069 (NWRC)
Syllabus – Spring, 2011



Instructor Name:	Mardi A. Holliday		
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Web site Address:	http://faculty.ccp.edu/faculty/mholliday		
Meeting Time:	Monday	9:00am----- 1:00pm	in room 113 at NWRC
Office Hours:	Monday	1:00pm----- 2:00pm	NWRC
	Tues / Thurs	9:30am----- 11:00am	C3-1
	Tues / Thurs	4:00pm----- 5:00pm	C3-1

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.)

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:
ISBN 13: 978-1111-41272-2, ISBN 10: 1111412723
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 use Windows Vista or Windows 7. You may use Office 2010. You may **not** use Microsoft Works or any other version of Office. You may purchase a student version of Microsoft Office 2007 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. Most hands-on exercises will be submitted.

Lecture:

Lecture will take place on in the classroom. I will introduce new material, explain selected skills from the text, present material not included in the textbook, explain assignments and answer any questions. Classroom attendance is mandatory. I will drop you from the course if you miss more than two (2) classroom sessions.

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. The book you purchase at the bookstore includes the code.

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:

- Since attendance and preparation are keys to success in this course, students are expected to attend 100% of the class meetings. I will drop you from this class if you miss two (2) class sessions. Please extend to yourself, to the class and to me the courtesy of arriving on time for class. Arriving after the start of class counts as ½ of an absence. Class attendance and class participation impact your final grade.

- If you arrive after roll is taken, you are responsible for make sure the attendance sign-in sheet is updated. Failure to do so will result in a recorded absence for that day.
- Every effort will be made to notify students of an instructor's absence. However, if there is no notice, students are obligated to wait 30 minutes before dismissing themselves.

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](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.
- I recommend you plan to spend eight to twelve (8 – 12) hours each week for attending class and 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 contact me using my college email address which is mholliday@ccp.edu.

Please remember the following when communicating in by email:

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:

<i>Percent of Total</i>	100 – 90	89 – 80	79 – 70	69 – 60	59 – 0
<i>Grade</i>	A	B	C	D	F

Grading:

The scoring proportions follow:

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

Schedule

Week Number	Date	Topic
1	09/13	Intro / File Management
2	09/20	MS Word – Chapter 1
3	2/07	MS Word – Chapter 2
4	2/14	MS Word – Chapter 3
5	2/21	No Class – Professional Development
6	2/28	Word Capstone/ Using the Library
7	3/07	No Class – Spring Break
8	3/14	MS Excel Chapter 1
9	3/21	MS Excel Chapter 2
10	3/28	MS Excel Chapter 3
11	4/04	Excel Capstone project / Office Integration
12	4/11	Using a DBMS
13	4/18	Social Networking and WEB 2.0
14	4/25	Data Communications
15	05/02	Final Course Review

I reserve the right to amend, alter or change the information in this course guide at my discretion. All terms and interpretations will be defined by me and are final.