Community College of Philadelphia
COMPUTER TECHNOLOGIES DEPARTMENT
CIS 103 - **APPLIED COMPUTER TECHNOLOGY SYLLABUS**

INSTRUCTOR:	Malika Vaughn
OFFICE LOCATION:	Classroom
OFFICE HOURS:	Saturdays, 12:20 – 1:20 pm / Mondays and Wednesdays 7 – 8 pm (virtually; by appointment)
EMAIL ADDRESS:	mvaughn@ccp.edu
OFFICE PHONE NUMBER:	N/A
PREFERRED METHOD OF CONTACT:	CCP email address only

COURSE:	CIS 103 - APPLIED COMPUTER TECHNOLOGY
CRN / SECTION #:	CRN 46299 / Section 108 15A
CLASS MEETING DAY(S):	Saturdays
CLASS MEETING TIME:	9:00 am – 1:20 pm
CLASSROOM LOCATION:	Northeast Regional Campus, Room 306
CREDIT HOURS:	4

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.

REQUIRED PREREQUISITES:
- Students must be English 101 ready.
- Students must know how to navigate in the Windows operating system and Web Browsers.
- If you know you do not meet these prerequisites, you should consider switching to OA 106, a similar course for the novice computer user.

TECHNOLOGICAL COMPETENCY CHECK LIST - COURSE GOALS
- **Goal 1:** Students will be able to use word processing software to produce academic and professional documents, individually and working in collaboration with others.
- **Goal 2:** Students will be able to use electronic spreadsheets to organize, analyze and present data.
- **Goal 3:** Students will be able to use library information systems.
- **Goal 4:** Students will be able to use collaboration and social networking software for academic, professional, and personal use. They will be able to create Web pages from application software documents, and share those documents with others by posting them on the Web.
- **Goal 5:** Students will be able to connect personal computers to related equipment such as printers, cell phones, PDAs (Personal Digital Assistants) and digital cameras and to a wireless computer network in a secure manner.
- **Goal 6:** Students will use presentation software, such as PowerPoint, to create presentations that integrate documents and other objects from Word, Excel, and the Internet.

- **Goal 7:** Students will demonstrate an understanding of common ethical issues related to the use of information technology systems and the handling of data, including privacy and security issues.

REQUIRED TEXTBOOK / SUPPLIES:

Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach, 1st Edition
Misty E. Vermaat
ISBN-10: 1-285-16953-0
ISBN-13: 978-1-285-16953-8

- USB Flash Drive 8G

REQUIRED SOFTWARE / HARDWARE

- Microsoft Office 2013 is required for this course.
- This course assumes that you are using Windows 7 / Windows 8 operating system. If you have an older system Windows XP/Vista SAM will not run on your computer system.
- If you do not have the required hardware or software for this course, you can use any of the Student Access Computer Centers. http://www.ccp.edu/student-support/student-academic-computer-center
- If you are self-enrolling for SAM please view the following link for a list of system requirements for your home computer http://sam.cengage.com/Login.aspx?ReturnUrl=%2f
- If you are using a MAC, please contact tech support. Many of the assignment may not work on MAC and the layout of your textbook is based on the Windows Computer System.

NEEDED WEB LINKS

- SAM Login
- Student Companion Website (Cengage Brain)
- SAM 2013 Getting Started Guide with Grace Period-Fall 2014

CCP E-MAIL ACCOUNT

- Every student enrolled at the college should be able to access their college email account.
- Communication to the instructor for the course is via your CCP email only.
- It is recommended that you check your CCP email frequently as it allows you to stay informed of all college communications.

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WEEK	CLASS TOPIC / READING	ASSIGNMENTS	DUE DATE	Points
1 **1/30**	Introductions / Course Review **Chapter 1:** Digital Literacy	SAM: Digital Literacy Training	1/31	20
		Obtain textbook, Flash Drive SAM: Digital Literacy Quiz **Read** Chapter 2; Chapter 3	2/5	30
2 **2/6**	**Chapter 2:** The Internet **Chapter 3:** Computers and Mobile Devices	SAM: The Internet Training SAM: Computers and Mobile Devices Training	2/7 (Class Lab)	20 20
		SAM: The Internet Quiz SAM: Computers and Mobile Devices Quiz **Read** Chapter 4; Chapter 5	2/12	30 30
3 **2/13**	**Chapter 4:** Programs and Apps **Chapter 5:** Digital Safety and Security	SAM: Programs and Apps Training SAM: Digital Safety and Security Training	2/14 (Class Lab)	20 20
		SAM: Programs and Apps Quiz SAM: Digital Safety and Security Quiz **Read** Word – Chapter 1	2/19	30 30
4 **2/20**	**Word** – Chapter 1	SAM: Word – Chapter 1 Training	2/21 (Class Lab)	20
		SAM: Word – Chapter 1 Project SAM: Word – Chapter 1 Quiz **Read** Word – Chapter 2	2/26	30 30
5 **2/27**	**Word** – Chapter 2 & 3 **Exam Review**	SAM: Word – Chapter 2 & 3 Training	2/28 (Class Lab)	20
		SAM: Word – Chapters 2 & 3 - Projects SAM: Word – Chapter 2 & 3 - Quizzes **Study for Exam**	3/4	30 30
6 **3/5**	**WORD – MIDTERM EXAM: Chapters 1 - 3**			
7 **3/12** (no class)	**SPRING BREAK**		3/13	40
	PowerPoint – Chapters 1 and 2	SAM: PPT – Chapter 1, 2 Training	3/13	20
		SAM: PPT – Chapter 1, 2 Quiz	3/18	30
8 **3/19**	**Excel** – Chapter 1	SAM: Excel – Chapter 1 Training	3/20 (Class Lab)	20
		SAM: Excel – Chapter 1 Project SAM: Excel – Chapter 1 Quiz **Read** Excel – Chapter 2	3/25	30 30

9 **3/26**	**Excel** – Chapter 2	SAM: Excel – Chapter 2 Training	3/27 (Class Lab)	20
		SAM: Excel – Chapter 2 Project	4/1	30
		SAM: Excel – Chapter 2 Quiz **Read** Excel – Chapter 3		30
10 **4/2**	**Excel** – Chapter 3 *** Exam Review ***	SAM: Excel – Chapter 3 Training	4/3 (Class Lab)	20
		SAM: Excel – Chapter 3 Project	4/8	30
		SAM: Excel – Chapter 3 Quiz		30
11 **4/9**	**EXCEL EXAM: Chapters 1 - 3**		4/9	40
12 **4/16**	**Access** – Chapter 1	SAM: Access – Chapter 1 Training	4/17 (Class Lab)	20
		SAM: Access – Chapter 1 Quiz	4/22	30
13 **4/23**	**Access** – Chapter 2	SAM: Access – Chapter 2 Training	4/24 (Class Lab)	20
		SAM: Access – Chapter 2 Quiz	4/29	30
	* Assignment Completion / Final Exam Review / Class Wrap-up *			
14 **4/30**	**Final Exam**			40

Violations of Academic Integrity

Violations of academic integrity can include, but are not limited to, cheating and plagiarism. Cheating is an intentional effort at deception or gaining of an unfair advantage in completing academic work. Plagiarism is the act of appropriating the work of another person and passing it off as one's own. Any student who assists another in an activity that constitutes a violation of academic integrity is also responsible and accountable for such a violation.

AS FOR THIS COURSE

- **Strike 1**: You and the parties involved will be given a ZERO (0) for the assignment - **NO MAKE-UP.**
- **Strike 2**: You and the parties involved will drop one final letter grade. This simply means that if you are carrying a B average in the course, your final grade will be a C. This will be the grade you are "entitled" to as a result of your actions.
- **Strike 3**: You and the parties involved will fail the course.

The following list is not exhaustive, but includes some common examples of plagiarism and cheating:

- Copying original ideas, images, words, or design elements and using them without proper citation or permission of the author
- Creating a bibliography with fabricated sources or citing sources as references that were not used in the preparation of the report or essay
- Deceiving the instructor to get more time for an assignment or examination
- Hiring someone to write an essay or complete other assignments
- Collaborating with classmates or others on an assignment when the class rules explain that only individual work is permitted
- Using unauthorized electronic devices or software during an examination
- Allowing other students to copy exam responses or homework assignment answers so that they can pass it off as their own work

Violations of academic integrity will open a student to disciplinary action as described in Student Code of Conduct.
http://path.ccp.edu/site/current/pdfs/2013-2014_StudentHandbook.pdf#page=75

ATTENDANCE

- Attendance at every class is mandatory.
- If you do not come to class at the scheduled time, you are absent.
- Failure to keep up with your assignments (no/lack of class participation) is also considered as being absent; therefore, if you do not submit your assignments, you will be marked absent for that week.
- The school's policy is to drop students from class if they have **4** absences. I will adhere to the school's policy within the 1st 7 weeks. After the 7th week, if you do not keep up with attendance and/or assignments, you most likely will fail this course. Any student who stops attending class and does not officially withdraw from the course will receive an **F** grade.
- This course will require 4 or more additional hours of study/lab time weekly outside of classroom time. Proper time management is the key to success in this course.

STUDENT ASSESSMENT: GRADING POLICY

900 - 1000	A
800 - 890	B
700 - 790	C
600 - 690	D
BELOW 600	F

ASSIGNMENTS

SAM
- SAM 2013 Getting Started Guide with Grace Period-Fall 2014
- Please review the due dates for all assignments.
- **NO LATE / MAKE-UP ASSIGNMENTS**
- Assignments are due at 11:59 p.m. each Friday. NO EXCEPTIONS.

Exams & Quizzes
- The purpose of an exam or a quiz is to measure the students' retention of the material presented in the course.
- All quizzes and exams will be taken in SAM.
- **THERE WILL BE NO MAKE UP EXAMS OR QUIZZES**.
- If you are caught texting in class during a quiz or exam, I will assume you are cheating and you will receive a **ZERO** (0). **NO MAKEUPS**!!!
- If you do not take the final exam or are caught cheating on the final exam, you will receive a failing grade for the final exam.
- Any form of cheating will result in a **ZERO** for the assignment.
- Cheating will not be tolerated.

CENTER ON DISABILITY

- Students who believe they may need an accommodation based on the impact of a disability should contact me privately to discuss their accommodation form and specific needs as soon as possible, but preferably within the first

week of class. If you need to request reasonable accommodations, but do not have an accommodation form, please contact the Center on Disability, room BG-39, phone number 215-751-8050.

- Please be sure to contact the Center on Disability if applicable.

TUTORING SERVICES http://www.ccp.edu/student-support/learning-labs

- Mavis Pogue, CIS Instructor
- Central Learning Lab will offer workshops and individualized tutoring
- Bonnell Building B1-28

ADDITIONAL INFORMATION

For more information on the degree programs offered by the Computer Technologies Department, visit the following links provided:

- o Computer Information Technology-Information Technology
- o Computer Science
- o Management of Computer Information Technology

- o A syllabus is defined as a document which lists the subject and states how the curse will be assessed
- o The schedule for this course is tentative and amendments may be made if warranted by the instructor as the semester progresses.
- o ANY FORM OF CHEATING WILL RESULT IN A FAILING GRADE.

- o Terms of Course
- o 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 my and are final

TO STUDENTS RECEIVING TITLE IV FINANCIAL AID FUNDS

Effective Fall 2000, students who receive title IV financial aid funds and who withdraw from all their classes before completion of 60% of the term, i.e., the 10th week (or its equivalent for summer terms) may be required to return all or a portion of their financial aid award. If it is determined that funds must be returned to the financial aid programs, students must make satisfactory payment arrangements within 45 days of notification or they become ineligible for further financial aid. http://www.ccp.edu/college-catalog/college-costs#F17

STUDENT ACADEMIC COMPUTER CENTER GUIDELINES (Computer Labs)

- http://www.ccp.edu/student-support/student-academic-computer-center
- No FOOD or DRINKS are allowed in the Computer Labs or Computer Classrooms
- Please make sure that you adhere to all of the guidelines for using the computer.
- Be mindful of the hours and locations for all academic computer centers at the college.
- You can also pick up a handout of the guidelines at the check in desk.

INCLEMENT WEATHER INFORMATION/ SCHOOL CLOSING

- Please make sure that you sign up for e2Campus. This an emergency notification service that will keep you updated to college closings as well as inclement weather closings. (Link on MyCCP homepage)
- **Day class cancellation** # 238
- **Evening class cancellation** # 2238