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| Course Title | **Applied Computer Technology, CIS 103** |
| Locations | |  |  |  | | --- | --- | --- | | CIS103 001 | CBI 2 14 | T/TH 2:40-4:40 | | CIS103 007 | B2 30 | T/TH 6-8 | |
| Schedule | These classes meet from Sept 6 through Dec 8 with two exceptions: Nov 24th and Dec 6 although Dec 6th will be used for any school related missed classes. |
| Course Description | This course is supposed to be a combination of the study of computer technology with Microsoft Office 2016 and off shoots of this technology such as Microsoft one-drive. This includes a survey of computerization and its techniques on the Internet, among social and business networks and computer equipment  As far as office is concerned, a 'detailed' study will involve Word (for word processing) and Excel (for spreadsheets), Powerpoint (for presentation graphics) and Access with emphasis on using these office components for both future academic requirements and in industry.  In addition, for a two day period, we will have additional lectures on counselling, library, services, other school services and active shooter discussions. |
| Instructor Info | Marc Rauer's Emails: [777rauer@777rauer.com](mailto:777rauer@777rauer.com) and mrauer@ccp.edu. Please use 777rauer@777rauer.com as this has the most capacity of all these emails and is looked at the most often. At various times through the term, if the past provides any clues, [mrauer@ccp.edu](mailto:mrauer@ccp.edu) will not be accessible to your instructor because of password problems (although at other times [777rauer@777rauer.com](mailto:777rauer@777rauer.com) has been interrupted). |
| Text Info | Microsoft Office 2016 In Practice by Nordell, Stewart, Easton, Graves published by McGraw Hill Education. IOf you buy this book through the school book store the package will include a second book: Technology At Your Service by De Arazoza, a code to access the Simnet internet website and a 180 day trial of Office 2016 which you can activate using [www.office.com/setup](http://www.office.com/setup). Since most of the tests are on the McGraw Hill website, you cannot pass the class without being attached to Simnet site |
| Additional Material | Students will need a way of off-loading data. One way to do this is by flash drive (also known as memory stick or jump disk). You can go to Staples - or other such stores - and buy these relatively cheap. Another option is the cloud which you can activate through office 2016. Another need will be your own copy (or someone else's) of Windows 7/8/10 and Microsoft Office 2016 and a computer that can run this software. The bundled package at the school store includes a 180 day trial version of Office 2016. |
| Additional Study Facilities | Your Instructor maintains a web site, [www.777rauer.com](http://www.777rauer.com), for the use of his classes which contains material that can be used for this course. Additionally, through the Canvas service, you should be able to access various projects and tests. |

### Proposed Course Of Study (based on previous classes and probably subject to change)

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| Sept 6 | Discussion of the class and syllabus. Discussion of the beginning chapters of the book and examples of technology. We’ll have some discussions on several technologies used by MS Office including cut,copy,paste, fonts and the technology of graphics. Intro to MS Word |
| Sep 12 | Discussion of One Drive. Use of office.com/setup. Difference between Character and Paragraph commands. Spell Checker, Thesaurus and Lookup. Page layout (margins, use of ruler). Headers and footers and use of page numbers. Breaks. Use of bullets and numbered lists. Styles and themes. Find, replace and use of select. |
| Sep 19 | Word Art and text boxes. Track Changes and comments. Footnotes and End notes. Bibliography (citations). Table of Contents. Cover Pages. Navigation through document and hyperlink. |
| Sept 26 | All about Tables. Using Pictures and captions. Smart Art. Quick parts and Building blocks. |
| Sep 29-Oct 6 | We have a set of seminars at this point. Seminars expected: Daravann Yi on Counseling: Julian Fields on Security: Librarian explaining Library services at the CCP Library |
| Oct 10 | Moving into Powerpoint. File usage and extensions. Use of Templates. Use of Panels. Choosing layouts. Use of Text boxes.Themes |
| Oct 17 | Objects such as Pictures and Smart Art. Uses of shapes. Beginning Animation |
| Oct 24 | Slide Transitions. Advanced animations. Use of video and audio. |
| Oct 31 | Intro to Excel. File and extensions. Cell operations: Label(text) vs number. Introduction to range. Introductory use of Fill. Introductory functions which means use of Sum. Formatting numbers and applying layout to Spreadsheet. |
| Nov 7 | Column width, row height and autofit. 3D usage of spreadsheets in a workbook. Printing options. Use of Formulas. Order of mathematical operations. Relative vs absolute references. Auditing tools |
| Nov 14 | . Use of time and date in Excel. A continuation of functions including average, Max and Min, The ifs and lookup. Charts and the elements of such. Sparklines and their use. Use of the Excel Table object. Pivot tables if we have the chance. |
| Nov 21 | Intro to Access. Access objects including Database, table and query. Datasheet vs edit views (and what is a view). Creating and manipulating records. Discussion of fields. |
| Nov 28 | Use of filter, sort and aggregate functions in datasheet View. On the fly changes to table and fields. Introduction to queries using one table. |
| Dec 5 | Multi table queries and relationships. Attempt to explain aggregate vs non aggregate barrier in queries and SQL. Intto to use of SQL. |
| Dec 12 | Finals: Times to be announced later in the term |

### Additional Notes for your Information

Weather and emergencies can arise on the days we are supposed to meet. You can always contact security on a CCP phone using 5555. Emails will be sent to students and a message at 215-751-8999 will announce any closings. In addition, the school web site at [www.ccp.edu](http://www.ccp.edu) will announce any changes to schedule due to weather.

Further, many students elect to vacation on school days or go through elective surgery, etc. You should understand that every day in class is important and you should try to make it to all class days. Your instructor is not responsible for individual lectures – that’s why we meet in class – if this should happen to be your thinking.

Given that the tests are on the publisher’s website, there are no excuses for missing tests.

One other thing found out late on Sept 9th, 2016. Your instructor will be in the hospital for an operation on Sept 29 to remove a kidney stone. Either class will be cancelled or the Librarian will be in that day.

### Grading

There should be 4 marking events broken into two divisions. A fifth marking event is automatic based on your actions. The first half of the term will have the class dealing with text/graphics concepts using Microsoft Word and Powerpoint. The last half of the class will be dealing with the more analytical components of Microsoft office – Excel and Access

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| **Word component** | **Multiple test situations** | **25 pts** | |
|  | **Word Chapter 3 End of Chapter test 5pts** |  | |
|  | **Word Capsote Project 20pts** |  | |
| **Powerpoint component** |  | | **25 pts** |
| **Excel T Component** |  | | **25 pts** |
| **Access Component** |  | | **25 pts** |

Extra Credit 3 Pts

Notes on Extra Credit: Awarded automatically for those who have taken all the tests (and assignments) when assigned, had good attendance and appropriate behavior in the class. There is no other added credit available in this course.

### Additional Notes:

* It’s always possible that habitual lateness or continual habitual early departure from classes may result in you being withdrawn from the class. Facilitating students who are dropped to re-attain active status will rely on student involvement with the administration.
* Your instructor reserves to right to create assigned seating in class if necessary during the school term.
* You are expected – as the instructor – to make every class both physically and mentally. In class, please limit computer usage to class content. The school frowns on usage of its computer systems in classes (and student labs) for Etailing, Emailing, Etexting, Esexting, etc. Keep in mind that your use of these affects other students as they watch your actions. Your instructor has enough problems maintaining student attention without other competition and you may find yourself expelled from that class.
* In your instructor’s case, if there is an emergency that keeps him from class, he will try to indicate this on his web site – [www.777rauer.com](http://www.777rauer.com) - or through the school offices. In your case, consistent absences can result in the administrative withdrawal of you as a student in this class without your permission. Generally any marking events missed without legitimate excuse will result in a 0 for that marking event.
* If you do have to be out, check [www.777rauer.com](http://www.777rauer.com) to see what was missed. This is your responsibility, not your instructor’s. And, please keep in mind that this is a college course and class. You, not your instructor, are responsible for your keeping up with the material. Your instructor will make announcements during class (which he will also put on his web site) and it is your responsibility to heed these announcements
* Your instructor also wants to make sure that you understand that this course is given under the auspices of the computer technologies department. This is considered as a science class and is not “an easy A”. In addition, the instructor must be fair to all students, He cannot inflate grades based on needs of scholarships or grants, work re-imbursements, athletic eligibility or higher education requirements.
* Note” you are encouraged to use all the resources of the publisher’s web site
* On Financial or student aid: Your instructor will not deal with you any different than other students. If a failure (or drop) will cause problems per aid, eligibility or further career and/or educational options, make sure you are not dropped and that you pass the class by keeping up with the class and its contents.
* Please note that your student handbook discusses various aspects of plagiarism and cheating. This will also be discussed per the Librarian. The CIS (CT) department subscribes to the school rules and regulations. If a question of your own work arises (and this includes using tutors and school related staff besides classmates), this instructor will apply the same penalties – generally a 0 as if this is a missed marking event - to both the copier and the copied under most situations.
* One final note to those who are taking this class at Community College of Philadelphia for credit with other schools: Not that it means much but your instructor has taught at many of the 2 and 4 year schools in the area. As a student in this class, you must abide by the rules and regulations of this school and center. This includes no food in the computer center. This includes the requirement to attend and listen to the lecture and discussion. Your instructor does not care about the norm in your other school and will not hesitate to flunk you if your work in this course should so warrant.

In previous years students have gotten into trouble during attempts at withdrawal. It is not the instructor’s responsibility to handle this. Below is some info from the school site and you are encouraged to read your student guide on this and other academic protocols.

III. Incomplete Work

* The letter “I” on a student’s grade report or transcript indicates that a student has not completed all the requirements for a grade in a course.
* The instructor will inform the student of the work to be completed and the date that it is due. Notification of the incomplete grade will be forwarded to the department head through the use of the incomplete grade form.
* An incomplete grade becomes a failing grade (“F”) if the work is not completed within six weeks from the end of the final exam period in which the “I” grade was assigned.
* An “I” will not be counted in the student’s grade point average and academic progress in determining academic standing.
* Since only completed work can be counted as making progress toward the degree, students must be aware that an incomplete grade may have implications for qualifying for financial aid. In addition, incomplete grades will not satisfy requirements for prerequisites.

IV. Withdrawals from Courses

* Students may withdraw from a course(s) but must do so by the published deadline for each term. After this date, students will be assigned the grades they have earned. Students who withdraw after the refund period and before the deadline date for any term will earn a grade of “W” on their transcript. Note that excessive withdrawals will affect academic progress.
* Students may drop a class via [MyCCP](https://my.ccp.edu/cp/home/loginf) or by completing the necessary form, available from the Office of Student Records and Registration, and submitting the form to this same office. Students are strongly encouraged to consult a counselor, if on academic probation, or an academic advisor prior to dropping courses.
* Students completely withdrawing from a term must complete the necessary form, available from the Office of Student Records and Registration, and submit the form to this same office. Students must consult a counselor prior to withdrawing from an entire roster of classes for any term.
* The date when the Office of Student Records and Registration is in receipt of the appropriate drop or withdrawal form is the official date of withdrawal. A student who cannot appear in person to fill out a withdrawal form must send a letter or e-mail stating the date and reason for the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. An instructor may initiate a withdrawal (according to Policies and Procedures No. 5). (Note: Students should not assume that an instructor will initiate such withdrawals.)
* Students who are unable to complete a course(s) because of serious illness or other emergency may apply for an excused withdrawal within two years of the occurrence to the Office of Student Records and Registration. [Excused withdrawals](http://path.ccp.edu/site/current/registration/withdrawal.php) are not counted in determining academic progress; however, excused withdrawals are counted as an attempt when awarding financial aid. Satisfactory documentation of the illness or emergency will be required.
* Students who stop attending class or, in the case of online courses, stop participating (failure to submit or participate in coursework) will receive a grade of FS, failure –stopped attending. Instructors who issue an FS grade must also report the student’s last date of attendance or, in the case of an online course, last date of participation.

Additional Questions and Answers:

**Q. Do I have to take tests and do I have to take tests when assigned?**

A. There are multiple tests in this course using the canvas facility of the school. You will know these three by the fact that they have specific dates when to be taken associated with them and each test is indicated as a departmental exam. You will be given 4 to 5 days to do each of these tests. Generally there are 2 to 3 chances per each test. After this point the test will be deactivated forever. Students not taking the test will receive a zero with one exception (see below). The access test, which is the fourth test, will be done in class on the day the school decides to have finals. You can only do it once. If you miss it, you will have to retake it sometime in a future semester.

**Q. What if I have computer problems during the test.**

A. Try some non required tests at home. If it doesn’t work, you’ll have to do the tests in the school.

**Q. What if I miss several tests?**

At some point you may be dropped. Certainly your grade will decrease.

**Q. If I take the test several times, how do you mark it?**

A. I take your highest grade for that particular test.

**Q. What is the exception above that you are taking about above?**

A. The book is available at the school store. There is a bundled price generally that cannot be met anywhere else (although you are welcome to spend more on the book and web site access if you insist). Some students report that they have problems with school funding at the start of the semester. I don’t think it’s my responsibility to verify this (although through the years the school authorities I have talked with have always denied the student accounts on this when checked) so you will have to provide a written or Emailed verification from the school authorities for me to give you an extension as to the time limit on the various tests.

**Q. What is the school policy on absences?**

A. The school accepts 2 weeks of unauthorized absences before an instructor can drop a student. For this class that is 4 sessions missed. A question comes up as to what is missing a class. Extreme lateness or premature exits from class could be also considered a missing a class. So, the best procedure is to attend classes on time and for the duration so that everyone agrees that your attendance is on par for the course

**Q. How is the Extra Credit points awarded.**

A. At the end of the term as grades are awarded your instructor will determine whether you have taken all the tests on time, whether you have had acceptable attendance and acceptable decorum in the classroom. If all are yes, the three points are automatically credited. There is no other extra credit available in this course.

**Q. Are there authorized absences?**

A. Authorized absences come from the Dean’s office or through department of Computer Technology . Neither your instructor or you can declare an absence as being authorized.

**Q. Anything else that I as a student should understand about this class and you as the instructor.**

A. The school has added in a behavior Reporting form that instructors can access in the case of “poor” behavior of students. We’ll show this to you in class. This was added some time ago but has only been publicized recently given problems (and patterns) of student behavior. My feeling is that this should only be used if students are disrupting (or attempting) to disrupt this class. You as a student should understand that these reports become a part of your permanent record at the school and I am told that two such reports will lead to your dismissal from the school.