Scottsdale Community College  
Summer 2017

CIS105 | 3.0 Credit Hours | 11190

Survey of Computer Information Systems

**COURSE FORMAT**
The format for this course is traditional face-to-face

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Room</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR 6:00pm – 9:30pm</td>
<td>CM444</td>
<td>7/20/2017, 6:00pm – 7:30pm</td>
</tr>
</tbody>
</table>

**INSTRUCTOR INFORMATION**
Instructor: Allen Watts  
Email: allen.watts@scottsdalecc.edu  
Phone: 480.423.6265 (office)  
Office Location: CM410  
Office Hours (CM410): None during summer  
Lab Hours (CM446): None during summer

**COURSE DESCRIPTION**
Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing (Word 2016), spreadsheet (Excel 2016), database (Access 2016), and presentation software (PowerPoint 2016). Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies.

**COURSE OBJECTIVE**
The objective of this course is to introduce the fundamental concepts, terminology, and major applications of computers.

Prerequisites: None

**MARICOPA OFFICIAL COURSE COMPETENCIES**
1. Identify common hardware components of computer systems and describe their uses. (I)
2. Identify different types of software and their uses. (II)
3. Describe common uses of networks. (III)
4. Describe Website Technology. (IV)
5. Use the Internet to communicate, collaborate, and retrieve information. (IV, VII)
6. Explore system security and privacy issues. (III, IV, VII)
7. Create macros and understand the basics of Visual Basic for Applications (VBA). (V)
8. Describe the steps in planning and implementing technology solutions. (VI)
9. Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems. (VI, VIII)
10. Identify terminology and the uses of technology in business and society, including limitations. (VI)
11. Identify positive social and ethical behaviors when using technology and the consequences of misuse. (VII)
12. Describe how technology is used in the departments of a business and in various career paths. (VIII)
13. Use word processing, spreadsheet, database, and presentation software. (IX)

REQUIRED TEXTBOOK, COURSE MATERIALS AND TECHNOLOGIES

Textbook:
- MyITLab Access Code (price $90.00) which includes:
  - Web-based learning environment
  - 5 eTexts
    - Technology in Action, Complete, 13th edition by Evans, Martin, Poatsy
    - Exploring Microsoft Word 2016 Comprehensive by Poatsy, Mary Anne et. al.
    - Exploring Microsoft PowerPoint 2016 Comprehensive by Poatsy, Mary Anne et. al.
    - Exploring Microsoft Excel 2016 Comprehensive by Poatsy, Mary Anne et. al.
    - Exploring Microsoft Access 2016 Comprehensive by Poatsy, Mary Anne et. al.

Course Materials:
You’ll need a USB flash drive to store the data files required for the tutorials and exercises. Be sure to make backup copies of your data files!

Technologies:
(Windows-PC users)
This course utilizes Microsoft Office 2016. If you don’t have Microsoft Office 2016 installed on your own Windows computer, you can download Microsoft Office for free from SCC’s Microsoft Web Store.

(Mac users)
This course utilizes Microsoft Office 2016. If you don’t have Microsoft Office 2016 installed on your own Windows computer, you can download Microsoft Office for free from SCC’s Microsoft Web Store. **NOTE:** There is NO version of Access 2016 available for Mac. See the instructions below for completing those assignments.

(Access 2016 for Mac & MS Office for Linux users)
Use mySCC, A browser-based solution that lets you launch Access (and other applications) as though you were logged onto the SCC campus network (Note: login with the same MEID username and password you use for Canvas). **Access 2016 (and or any Office product) can be launched from the Microsoft Office 2016 folder.**

Alternatively, you can work in one of SCC’s on-campus computer labs, such as IT100 or CM446. Otherwise you will need to make arrangements to work on an off-campus Windows PC that has Access 2016 installed.

COURSE POLICIES
Students are responsible for the college policies included in the college catalog and the student handbook.

GRADING STANDARDS & PRACTICES

CLASS PROCEDURES
• Classes will include lecture, discussion, and hands-on computer work.
• Complete assigned readings prior to class and take notes during class. Many concepts presented are not in the textbook and will be included on the exams.
• Review your class notes after each class session.
• Do not surf the Internet or Text Message during class!
• Turn off cell phones during class!
• It is a college policy to provide reasonable accommodations to students with disabilities. If you have a physical, psychological, or learning disability, and would like to request academic accommodations (i.e., test accommodation, note taker, sign language interpreter, etc.) please contact the Disability Services Office, SC-125, (480) 423-6517.

ATTENDANCE
• Attendance is required in this course. In accordance with state law, attendance may be taken during each class meeting. If you are absent, arrive late for class, or leave early, you are responsible for ALL material covered during that class meeting.
• After three absences (excused or unexcused), you may be withdrawn from this class. If you decide to drop this class, you must submit a Withdrawal Form to officially withdraw.

RESPONSE TIME
Students can expect a response time of 12-24 hours for the instructor to respond to messages sent via the Canvas Learning Management system or email. Students can expect assignments to be graded within 3-5 days of an assignment’s due date.

INSTRUCTIONAL CONTACT HOURS (Seat Time)
This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly. Accelerated course will require additional time per week.

TESTS AND HOMEWORK
• Homework/In-class assignments are intended to sharpen your knowledge of the course materials and to prepare you for exams. In-class assignments are due at the end of the assigned class period. Most homework assignments are due at 11:59 PM on the due date. Late homework will not be accepted. Allow 3 - 4 hours for lab assignments per week.
• To receive full credit on a homework assignment, you must meet ALL the assignment objectives AND your work must be professional (i.e., no typos, no spelling errors, no grammatical errors, etc.).
• Missed in-class assignments, quizzes, and participation activities cannot be made-up.
• All examinations will be closed book, closed notes. You must receive permission to take an exam at a different time AT LEAST one week prior to the scheduled date or have a documented emergency. Failure to do so will result in a zero for the exam. You MUST complete all 4 exams (3 unit exams and the final) to receive a passing grade for this class.
• If you have an emergency or extreme personal crisis, a make-up will be allowed ONLY IF you contact your instructor (via e-mail, telephone message, or in person) within 24 hours of the scheduled exam time and provide the appropriate documentation. Note: the make-up exam may be more difficult and a point reduction may be applied.
SCC GENERAL EDUCATION “WOVeN” STATEMENT
General Education enhances students’ abilities to critically analyze information and ideas and effectively communicate in Written, Oral, Visual, and Numerical form. General Education is WOVeN through the curriculum at Scottsdale Community College.

GRADING POLICY
Your activities this semester will include (subject to change):

<table>
<thead>
<tr>
<th>Grading Item</th>
<th>Points</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Exam</td>
<td>75</td>
<td>5%</td>
</tr>
<tr>
<td>Unit 2 Exam</td>
<td>75</td>
<td>5%</td>
</tr>
<tr>
<td>Unit 3 Exam</td>
<td>75</td>
<td>5%</td>
</tr>
<tr>
<td>Homework/In-Class Assignments</td>
<td>824</td>
<td>60%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>350</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1399</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Final grades are based on the following scale with borderline grades decided by class participation.

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Grade %</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.0% - 100.0%</td>
<td>1,350 – 1,500</td>
</tr>
<tr>
<td>B</td>
<td>80.0% - 89.9%</td>
<td>1,200 – 1,349</td>
</tr>
<tr>
<td>C</td>
<td>70.0% - 79.9%</td>
<td>1,050 – 1,199</td>
</tr>
<tr>
<td>D</td>
<td>60.0% - 69.9%</td>
<td>900 – 1,049</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 59.9%</td>
<td>0 – 899</td>
</tr>
</tbody>
</table>

COURSE OUTLINE

<table>
<thead>
<tr>
<th>CLASS #</th>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 30</td>
<td>Impact of Technology</td>
<td>Tech in Action: Ch 1</td>
</tr>
<tr>
<td>2</td>
<td>June 1</td>
<td>Computer Hardware</td>
<td>Tech in Action Ch 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Application Software</td>
<td>Tech in Action Ch 4</td>
</tr>
<tr>
<td>3</td>
<td>June 6</td>
<td>Word Processing</td>
<td>Word 2016: Ch. 1 – 4</td>
</tr>
<tr>
<td>4</td>
<td>June 8</td>
<td>Operating System Software</td>
<td>Tech in Action Ch 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluating Hardware</td>
<td>Tech in Action Ch 6</td>
</tr>
<tr>
<td>5</td>
<td>June 13</td>
<td>Presentation Software</td>
<td>PowerPoint 2016: Ch 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit #1 Exam (TIA CH 1, 2, 4, 5 &amp; 6 / Word / PowerPoint)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>June 15</td>
<td>Spreadsheets</td>
<td>Excel 2016: Ch 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internet</td>
<td>Tech in Action: Ch 3</td>
</tr>
<tr>
<td>7</td>
<td>June 20</td>
<td>Spreadsheets (cont.)</td>
<td>Excel 2016: Ch 2 - 3</td>
</tr>
<tr>
<td>9</td>
<td>June 22</td>
<td>Networking</td>
<td>Tech in Action: Ch 7</td>
</tr>
</tbody>
</table>
NOTE: Course syllabus is subject to change at any time during the class session.

CIS TUTORING LAB
(NOTE- the tutoring lab is closed during the summer. IT100 is available however without CIS tutors) We urge CIS students to utilize the CIS Tutoring Lab in CM 446. This lab is used for hands-on class work and is typically staffed with CIS instructors. Any SCC student currently enrolled in a CIS course(s) may use this lab. Lab hours are Monday - Friday 8:30 AM – 2:30 PM.

STUDENT TECHCENTER
Assignments may also be completed at the Student TechCenter located in IT 100. Lab help will be available to answer most questions. Call or stop by for the hours of operation.
Lab Phone: 480.423.6274

COMMUNICATION
If you have questions, problems, or comments, contact me as soon as possible. On weekdays (Monday-Friday) I generally check for email and voicemail messages at least twice a day. I plan to respond as promptly as possible, generally within 24-48 hours.

DISASTER MITIGATION
We must each be prepared to stay on schedule in the event of a persistent computer failure, Internet outage, or some other disruption.

If the course web site goes down, I will either deploy it on another web site and send you the URL or may send you an email containing a set of assignments and due dates. You will work as usual on book-based assignments and will submit graded assignments via email attachment to allen.watts@scottsdalecc.edu. Now that I have outlined my disaster mitigation plans, it is important that you take time now, before something happens, to consider your options to ensure you will be in a position to work on required class assignments in case you have a problem on your end. The bottom line is that you must be able to communicate with me and submit assignments via email attachment. This may involve using another computer (a friend’s/child’s/SCC computer lab/etc.) and/or Internet connection. You need to protect your course data files by faithfully making backups after completing each assignment.
ACADEMIC CONDUCT
The SCC General Catalog contains language regarding student conduct and responsibility and cites general areas of misconduct, which are subject to disciplinary action. Specific examples of academic misconduct relating to this course include:

- Copying another student’s work and turning it in as one’s own
- Working jointly on an assignment, with each student turning in a copy of the joint product, creating the impression that each student completed the work independently.

**Note:** Each student must complete his/her own work on his/her own computer with his/her own data files. If you are caught turning in another student's work, both students will receive a zero and may be dropped from the class. Cheating on an exam will result in immediate withdrawal from the course with a failing grade.

CIVILITY
Students are expected to behave in a responsible and proactive manner. Students participating in disruptive activities that interfere with the teaching and learning process will be warned. Repeated incursions may result in withdrawal from the course (see the code of civility below).

POLICY AWARENESS
Students are responsible for being aware of and complying with

- the policies described in this course syllabus. Students will be notified by the instructor of any changes in course requirements or policies.
- the policies included in the college catalog and the student handbook.

WITHDRAWAL POLICY

- Student may initiate an official withdrawal from any course by submitting a withdrawal form with required signatures to the A&R office within published deadlines.
- Failure to attend any classes is not a guarantee for a refund or an excuse of debt incurred through registration. See Refund Policy in the 2016-2017 College Catalog page 241.
- Official date of withdrawal is last date of attendance as determined by student’s withdrawal or as reported by the instructor.
- The official date of withdrawal will determine degree of refund, if any.
- Failure to file official withdrawal form within published deadlines can result in a failing grade and may affect refund of course tuition and fees.

Additional information on Withdrawals can be found in the 2016-2017 College Catalog page 252.

ACADEMIC & STUDENT SUPPORT SERVICES
A variety of student services can be accessed online. Services are free of charge to all registered SCC students. Refer to the SCC College Resources Student Home Page.

ACCOMMODATIONS
Scottsdale Community College provides equal opportunity to qualified students. If you have a documented disability (medical, physical, learning, psychological, etc.) and wish to request disability-related accommodations to complete course requirements, contact Disability Resources & Services
Course requirements cannot be waived, but reasonable accommodations may be provided based on disability documentation and course objectives.

**PREGNANT & PARENTING STUDENTS**

Students who are pregnant may receive accommodations similar to those given to students with a temporary illness when deemed medically necessary. Students may be eligible to receive attendance leniency, extended deadlines, alternative test dates, or in cases of severe temporary illness, an “incomplete” from a course.

Students who are pregnant should contact Disability Resources & Services for consultation. If a student needs an academic or athletic accommodation due to pregnancy they will need to provide documentation, from their doctor, regarding their condition. Medical documentation regarding absences must also be provided. Disability Resources & Services is located in the SC Building; 480-423-6517.

**SEXUAL HARASSMENT**

Sexual harassment is any unwelcome, verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it alters working conditions and creates a hostile environment or reasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any educational program or activity.

Sexual harassment and discrimination in any college education program or activity, is prohibited. Students should report any discrimination and/or harassment they experience and/or observe to the Vice President of Student Affairs (SCC’s Title IX Coordinator); located in the Administration Building (AD), phone 480-423-6300.

To view the full Sexual Harassment Policy, refer to the Student Handbook – page 254.

**SCC GENERAL EDUCATION STATEMENT**

General Education enhances students’ abilities in critically analyzing and effectively communicating in Written, Oral, Visual, and Numerical form. General Education is WOVEn through the curriculum and co-curricular experiences at Scottsdale Community College.

**STUDENT MISCONDUCT POLICY**

The classroom is an educational learning environment where students are expected to engage in behaviors which are conducive to their own learning and the learning of their peers. To facilitate this, respect for self and others is mandatory and necessary. Should a student exhibit disruptive behavior and/or use profane language to the extent that it interferes with the learning environment, an academic consequence may be imposed. Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences:

- **Warning** – A notice in writing to the student that the student has violated the academic code.
- **Grade Adjustment** – Lowering of a score on a test or assignment.
- **Discretionary Sanctions** – Additional academic assignments determined by the faculty member.
- **Course Failure** – Failure of a student from a course where academic misconduct occurs. Further information can be found in the SCC Student Handbook, Academic Misconduct 2.3.11, page 277

**TECHNOLOGY**

Technology and skills needed:
You should have regular access to a computer with an Internet connection. Additionally, you should be comfortable using the Internet and word processing tools. You should run the course materials on either FireFox or Chrome browsers. To download these browsers visit:

Firefox Website
Chrome Website

Computer Equipment / Access Needed
For this course, you will need a working e-mail address, a Canvas account, and access to the Internet. Internet access can be from school, home, or work.

- Maricopa Community Colleges provides all students with an email address. It is now the official way to receive communication from the college and district. Look up your email account at the Maricopa Student Email Site.
- You will be able to log into the Canvas Learning Management System using your MEID and associated password.

For help with Canvas:
- Check out the Canvas self-help site or call 1-888-994-4433 for 24/7 support
- Visit the Maricopa 24/7 help site for a live chat with a support team member
- The Start Here Link has information on student and academic resources as well as videos on how to use Canvas

Note: It is essential that you set your notifications in Canvas before you get started with the course. Here is a video to help you set your notifications.

SCC Help Desk
- Contact the SCC Help Desk at (480) 423-6274. Hours are Monday – Friday 8a-8p and Saturday from 8a-4p. Summer Hours vary.

CODE OF CIVILITY
Instructors are expected to be professional, courteous, respectful and empathic to students. They will:

- Begin and end class on time
- Be prepared for each class session
- Provide academic feedback and grade assignments in a timely manner
- Be available for individual consultation
- Clarify assignments and inform students of any adjustments to the class schedule

Students are expected to be reflective, courteous, respectful and empathic to classmates, instructor and other college staff assisting in their learning. Students are expected to arrive on time for class and remain until class has ended. The instructor should be notified in advance if there is a need to leave early. Students will be expected to:

- Mute mobile phones and pagers before entering classroom
- Be in class and be on time
- Be prepared for class sessions
- Participate in class activities
- Follow instructions and complete assignments
- Keep up with and turn in assignments by due dates
• Put forth their best efforts
• Exchange phone numbers with two classmates in order to keep current.
• Ask questions when they don’t understand
• Maintain knowledge of their grade status
• Contact instructor right away about concerns or situations that may interfere with their success in class
• Comply with policies found in the SCC Catalog and SCC Student Handbook

DIVERSITY AND A SAFE LEARNING ENVIRONMENT
This classroom will be a safe learning environment for every individual as far as I am able to ensure that outcome. This means I will treat each student with respect, and in turn I expect respect to be given to the instructor and every individual in this course. Disagreement does not equal disrespect. We all bring different points of view, different personal values, different life experiences, and different personal preferences with us into the classroom. This diversity makes for great discussion, adds interesting dimensions to our interpersonal relationships, and is welcome in the academic arena. Though we celebrate our differences, I expect each student to respect the rights and needs of fellow classmates. Students cannot feel safe to express themselves without the assurance that their ideas, attitudes and beliefs will be treated with respect.

ACADEMIC HONESTY

• Every student in this class is expected to produce his/her own original work.
• Plagiarism is unacceptable and will not be tolerated.
• Plagiarism will result in being dropped from the course with a failing grade.
• Plagiarism will result in actions as outlined in the College Catalog.

TECHNOLOGY STATEMENT

USING WEB-BASED APPLICATIONS
We will be using web-based for academic use in this course. By default, the web-based/discussion applications are open to the public for the purpose of sharing your work with the larger Internet community; specifically, using web-based presentation tools, online discussion and comments will:
• provide an opportunity to track and reflect upon your design process/progress,
• provide an opportunity to collaborate on design projects, and
• engage a larger audience who may provide feedback on the project.

To use the web-based/discussion/comment applications responsibly please observe all laws, SCC, and MCCCD policies that are incorporated into the Codes of Conduct and Academic Integrity. Some specific aspects of law and policy that might be well to remember are prohibitions against copyright infringement, plagiarism, harassment or interferences with the underlying technical code of the software. Some resources to remind yourself about SCC and MCCCD policies as well as laws about copyright and fair use:
• SCC College Catalog and Student Handbook
• MCCCD Copyright Guidelines

As a student using the web-based/discussion/comment applications certain rights accrue to you. Any original work that you make tangible belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records as a matter of federal law and may choose to set your discussion privacy settings to private and only share with the instructor and your classmates. Your
contributions to the web-based/discussion/comment applications constitute an educational record. By contributing to the web-based/discussion/comments applications, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the Internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

MARICOPA LEARNING TOOL DISCLAIMER
Maricopa’s Canvas Instructure Learning Management System employs Learning Tools Interoperability (“LTI”) standards to enhance the learning experience. Examples of learning applications that use LTI specifications to connect to Canvas include simple communication apps (e.g., “Chat”), learning environments for complex subjects like math or science (e.g., Pearson MyLabs), plagiarism detection apps (e.g., TurnItIn), and other integration tools that may route users to another (vendor) website. MCCCD provides links to these sites. Please be aware that when you use these links, you are leaving the Canvas environment and the protections MCCCD has built in to assure compliance with Maricopa’s Data Privacy and Security Standards and other legal compliance. At present, MCCCD has been unable to verify that the vendors’ software and systems conform to Maricopa standards in this or any other regard. There is, therefore, some risk that individuals electing to use the products and services made available by these LTI vendors may place any student information shared with the vendor at a risk of disclosure that would concern MCCCD.

CAMPUS SECURITY SERVICES
The main security services that are provided on campus are provided to faculty, staff and students on a regular basis. Most importantly if you see something “out of place” or suspicious please contact the safety Department.

SCC Emergency Numbers: Call 4-0- 911 or 480-784- 0911

All Maricopa County Community College Public Safety offices have a fully monitored, centralized dispatch center. This center is actively staffed 24 hours a day and these numbers directly access the dispatch center, where dispatchers will then send officers to the location of the emergency activity. Non-emergency situations should be reported directly to the SCC campus safety office by calling 480-423- 6175 or x36175

Patrol: We have a 24/7-patrol service by police officers and police service aides. Both are marked with uniforms and patrol on foot, bike, cart or patrol car. Police officers are AZPOST certified and the police aides are civilian, some with prior law enforcement or military experience.

Cameras: there are several security camera on campus they are operational 24/7. The cameras are digital recording devices and are subject to computer errors.

Blue outdoor call boxes/inside classroom “Talk Master” systems: These devices activate at the press of a button and are answered by our on-campus Dispatch 24/7. The activation of these systems should only be for Emergencies: crime in progress, medical emergencies, and suspicious person/vehicle calls. Should you accidently activate one in the classroom a police officer will be dispatched regardless of your response and comments (i.e. It’s OK). Officers may or may not enter the classroom to assess the situation when they arrive.
Safety Escort / Disability Shuttle Service: Safety can be called for a safe escort to your car or class, also in the case of disability assistance. Security staff may arrive by electric cart, on foot or on a bike depending on the request. The shuttle may take a few minutes but will arrive as soon as resources allow.

Building Lockdown: In the unlikely event of a violent incident involving an immediate threat, Public Safety or other college officials may order a lockdown of the campus. Notification of the lockdown may come from several sources including telephones, ALERTUS beacons or pages to student and employee cellular phones. If a lockdown is ordered:

- Locate a safe classroom, office, or meeting room
- Assist others in moving to the safe room
- Lock the door if possible
- Close any window shades in the room
- Turn off all lights if possible
- Move away from doors and windows
- Remain in the safe location and quietly await further instructions

During a lockdown, the Public Safety office should only be contacted in an emergency, such as a serious injury or if you have additional information on a suspect’s location.

Active Shooter Response: Three aspects to remember are run, hide, and fight
If you can escape, do so – run

- Know at least two exits out of your room/building
- Take different routes into and out of your room/building to develop familiarity with avenues of escape
- Leave your belongings and get out
- If you encounter responding police officers, raise hands and follow their orders

If you are unable to run – hide

- Lock doors (block if unable to lock), turn off lights, silence cell phones
- Locate areas inside your room/building where you can hide
- Do not “bunch up” – spread out
- Turn off lights, silence cell phones

If you cannot run and you have been discovered – be prepared to fight

- Locate items inside your room/building that could be used as weapons
- Do whatever you have to do to incapacitate the shooter
- Do not be tentative – commit to action

Other important things to know:
• The first police officers on scene will not render aid or stop to help the injured – they will be focused on finding the shooter and stopping any future injuries (victims will be treated/evacuated when additional officers arrive)
• Responding officers will not necessarily know who the shooter is – everyone they encounter may be a threat
• Remain calm and follow the officers’ instructions
• Drop items in your hands
• Keep your hands visible
• Avoid quick movements toward officers (do not reach for or grab them)
• Be prepared to provide as much information as you can to help the officers find the shooter

Helpful links to review for your safety:
• http://www.scottsdalecc.edu/public-safety/emergency-procedures
• https://administration.maricopa.edu/the-maricopan/what-to-do-in-an-active-shooter-situation

YouTube has several good videos produced by police departments that can be accessed by searching “run hide fight” in the YouTube search bar

Students are responsible for the information contained in this syllabus.
Students will be notified by the instructor of any changes in course requirements or policies.