

CISC 310 – Introduction to Computer Information Science

Course Syllabus



Professor Robert (Bob) Hendricks
Fall 2014 Semester

Credit: 3 units
Accepted for Credit: UC, CSU

Course Description

This course examines information systems and their role in business, including database management systems, networking, e-commerce, ethics and security, and system infrastructure. Student will apply these concepts and related methods through hands-on projects to develop computer-based solutions to business problems.

Learning Outcomes and Objectives

Upon completion of this course, the student will be able to:

- understand how common data formats such as numbers, text, audio, images, and video are represented in a computer.
- understand how hardware is organized at the various levels such as at the gate, integrated circuit, and component levels.
- evaluate common programming languages, define the differences among categories of languages, and demonstrate an understanding of program documentation and the software development life cycle.
- differentiate between applications software and systems software and describe the basic purposes and functions of application software and operating systems software.
- explain the basic operation of networks, the internet, and the world wide web.
- evaluate social issues pertaining to computer technology, including ethics, copyright, privacy, and security.

Prerequisite(s)

None.

Advisory

BUSTEC 302 or 25+ WAM typing speed.

Textbook(s)

- Required: New Perspectives on Computer Concepts 2014: Comprehensive, 17th edition, by June Jamrich Parsons and Dan Oja, Cengage Learning, ©2014, ISBN-13: 978-1-285-76463-4
This book is also available in an eBook format at Cengagebrain.com.

The paper versions of this textbook and all other materials required for this class are available for purchase in the bookstore.

Office Hours

My office hours for the **Fall 2014 Semester** are...

Day	Hours
Mondays	8:00 AM - 9:00 AM
Tuesdays	6:30 PM - 7:30 PM – Available Online via email
Wednesdays	8:00 AM - 9:00 AM
Thursdays	6:30 PM - 7:30 PM – Available Online via email
Fridays	None.

I can be reached via email at Robert.Hendricks@losrios.edu.

Course Requirements

On-time attendance is vital to your success in the course. If you need to miss a class, you are responsible for checking with a classmate about the material we covered. Please realize that I cannot possibly review the content of a lecture with you in five minutes. You should find a classmate who is willing to share notes with you if you have to miss lecture.

You are responsible for completing the assignments listed in the Class Calendar by the listed deadlines and for coming to campus at the scheduled times to take the midterm and final examinations.

If it is necessary for you to drop the course for any reason, it is your responsibility to use the drop procedure in eServices.

Lecture/Online Materials

In classroom time will be spent in an interactive lecture during every class period. To help you prepare for each lecture, you should read the corresponding chapter(s) in your textbook beforehand. For your benefit, and that of your classmates, I will not tolerate the preparation of assignments during lecture. If you have questions during lecture, please do not hesitate to ask them during class or email them to me at any other time. As required, I expect you to spend time outside class to read the textbook, complete assignments, and/or further review the topics presented.

You should use the tools available through eLearning (a.k.a. Desire2Learn) to help you learn. These tools may include online reading, PowerPoint slide shows, streaming audio and video lectures, interactive discussions, and more. If you have questions, please email them to me or post them in the “Questions for the Instructional Assistant” Discussion Board within eLearning.

Assignments

I will assign reading and hands-on homework assignments based upon information in the textbook and additional information discussed in class.

Note: Due to requirements set by our transfer institutions I may assign you a grade of 'F' for this course if you do not successfully complete all required assignments. If I cannot properly assess your performance, I cannot assign you a passing grade.

Please refer to the Class Calendar for your class for the due dates for your assignments.

I suggest that you transfer all assignment due dates to your personal calendar to help you keep track of when they are due.

Discovery Assignments

You are required to find, analyze, and summarize two articles about *current* topics in the computing industry. These topics include, but are certainly not limited to, new technologies, mergers, business alliances, computer-related job market analyses, computer/data security, etc. You can find these types of articles online in newspapers or magazines, but *the articles you select must have been published within the past three months.*

Use a word processing program (Microsoft Word, OpenOffice Writer, or similar) to write a summary of each article (250-300 words) and submit it along with the **complete** URL of the source article on or before the due date. I much prefer submissions in electronic (URL) format, but if you are turning in a paper article, please copy it onto a letter-sized sheet of paper. The name of the article source (magazine, independent website, newspaper, etc.), the article's date of publication, and the author must be included at the top of your summary.

Note: Be sure to include your analysis and opinion of the magazine article in your summary because they count for 30% of your grade for this assignment.

I use the following structure to evaluate Discovery Assignments:

- Quality of summary: 40%
- Quality of article chosen: 20%
- Quality of your analysis/opinion statement: 30%
- Quality of submission details (Is the form completely and accurately filled out?): 10%
- Spelling and grammar errors: -5% for each error, up to -30%

Since spelling and/or grammatical errors will reduce your score by up to 30% of the Discovery Assignment's total possible point value, I strongly suggest that you use the spelling and grammar checking features of your word processing software and/or have another person read over your assignment before you post it to the appropriate Discussion Board.

Please remember that you should not use contractions (it's, don't, etc.) and that you correctly spell and capitalize proper names in academic writing. Your submission should reflect a professional tone and quality similar to what you might submit to your manager at work.

If you do not include the **complete** URL for the article in your posting (i.e., if you did not find your article on the Internet), it is your responsibility to submit a paper copy of the actual article to me by either 1) leaving it in my mailbox or 2) scan and email to me at Robert.Hendricks@losrios.edu, or 3) sending it via U.S. Mail to my attention at: 10 College Parkway, Folsom, CA 95630 **before the assignment's due date.**

Submit your Discovery Assignments through the appropriate link or Discussion Board in eLearning.

Hands-On Assignments

Hands-On Assignments will have you use office software to apply and implement what you have learned. They will involve in-depth research on related topics, and they may require you to take a short trip to a local electronics or office supply store, or to one of the Computer Labs. Please follow the individual submission instructions for each project, and *be sure to address all requirements listed in the instructions.*

I will NOT accept any handwritten assignments for credit unless I have specified otherwise.

Late Assignment Policy

Since I publish assignments and their due dates well in advance, I expect that you will be able to post your assignments on eLearning their respective deadlines unless otherwise specified. If your

email/Internet access is unavailable for whatever reason, you may use one of the Computer Labs to create and submit your assignments. I will not accept technical problems as a reason for late work unless they involve the failure of Los Rios IT resources such as eLearning. Please plan ahead and complete your assignments before the due date to minimize the impact of any technical problems.

I will **not** accept any late assignments for credit unless you 1) provide written verification from your employer, a peace officer, or a physician, and 2) turn in the assignment and deliver the appropriate verification to me no later than one week of the assignment's initial due date.

If you are going to be absent from class for more than one week, please let me know as soon as possible.

Make-Up Policy

On-campus examinations **cannot** be made up unless you 1) contact me before the exam, 2) provide written and verifiable documentation from your employer, a peace officer, or a physician, **and** 3) deliver the appropriate documentation to me within one week of the exam date or by the time your makeup exam is scheduled, whichever is earlier. If you miss a scheduled exam, you must take the Comprehensive Final Exam.

If you will be absent from class due to a verifiable work trip out of town or an emergency (see above) and notify me **at least one week prior** to an examination scheduled during the period of absence, I will be happy to work with you to find another time to take an examination, either before or after your absence. Regardless of prior arrangements for an examination, you must turn in all other assignments on or before their due date to earn credit.

Pop quizzes **cannot** be made up under any circumstances.

Academic Honesty

To ensure the highest degree of academic integrity and to maximize the value of your education at Los Rios Community Colleges, I ask you to read and follow the Academic Integrity and Responsibility section of the Folsom Lake College Catalog.

Academic integrity requires:

Honesty, which means:

- A commitment to truthfulness
- The refusal to steal or mislead, cheat or plagiarize

Fairness, which means:

- The willingness to treat others as I would wish to be treated upon careful consideration

Respect, which means valuing, in attitude and practice:

- All human beings
- Myself
- My community at Folsom Lake College / Los Rios Community College and beyond

Responsibility, which means:

- Recognizing that the quality of a Folsom Lake College education and the quality of the FLC student experience depend upon my behavior
 - Accepting, at all times, the consequences of my actions
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Plagiarism/Academic Honesty Policy

It is inappropriate, and a violation of academic policy, to copy information from any source (including, but not limited to, textbooks, magazine articles, newspaper articles, web sites and fellow students) without giving proper credit to the author by using standard quotation procedures such as in-line quotes, footnotes, endnotes, etc. Quotes may not exceed 25% of the assignment's total length. Submissions of creative assignments must demonstrate that they were developed independently.

I will enforce a zero-tolerance policy on plagiarism. If I determine that you have violated this or any other applicable college rules or district policies, I may assign you a grade of 'F' for this course and report the violation to the College's disciplinary authorities for their action.

You are expected to complete and submit only your own work. To ensure that a student enrolled in the class is the same person who is taking the exams for the class I reserve the right to verify your identity. Since I typically verify the identity of my students during major on campus exams you need to bring your Los Rios student ID card or a government-issued picture ID (driver's license, state-issued ID card, military ID card or passport) with you to each exam session and be prepared to display it when prompted to do so.

Please contact me at any time if you have any questions about these policies.

Cell Phone/Pager Policy

For the benefit of everyone's learning experience, please turn your cell phones, pagers, and any other noise-emitting electronic devices to either the silent or vibrate mode during class or exam sessions. If your phone rings during class, I will answer it for you or read the new text message aloud for everyone.

Instructional Assistant(s)

If you need help with completing your assignments or with accessing resources for this class, you should contact the Online Instructional Assistant (IA) or an IA in the one of the computer labs. Check your class in eLearning for more information about how to reach the Online IAs and to find their hours of availability.

Computer Lab Hours

You may need to use the *FLC Computer Labs* for some of your assignments. Refer to the Folsom Lake Catalog for Computer Lab information. The information below was taken from the 2014-2015 Catalog:

Computer Labs

FLC (916) 608-6702;

EDC (530) 642-5689;

RCC (916) 255-4555

Staffed Computer Labs are open to all registered students. These facilities are available to meet your computer needs while on campus. Each lab has knowledgeable staff available for assistance. To sign up for computer access, students need their current class registration and photo ID or a current student access card. Hours of service vary at each site. Please call or check the posted schedule website to confirm when each location is open. Also, wireless access is available to students with login information at the main Folsom campus and El Dorado Center.

Note: Please be sure to visit or call each lab for its hours of operation around campus holidays and during Final Exam Week.

Email Account

To effectively participate in this class you must be able to receive the emails that I will occasionally send out to the class. If you have not already done so, you must activate your Los Rios Gmail account at <https://apps.losrios.edu>. You can configure a forwarding option within Los Rios Gmail if you wish to have your emails forwarded to your personal email account. Remember to update your forwarding option in <https://apps.losrios.edu> right away if you change your email address during the semester.

If you do not yet have an email account, my recommendation is that you sign up for a free account with one of the popular web-based email services such as Gmail, Yahoo Mail or Outlook. It takes less than ten minutes to create an account, and the account will be yours even beyond your education at Los Rios.

Email and Discussion Board Netiquette

To help maintain a positive learning environment, I will not tolerate rude and demeaning comments, posts or emails to anyone in this class. Please keep your comments and emails topic-related and professional. If I determine that a comment, post or email to anyone else in the class

is rude or demeaning, I will issue one warning to you. If your behavior continues to be unacceptable, I will refer you to the college's administration for disciplinary action.

The Syllabus Quiz Password for this course is TECHNOLOGY. You must have this password to access the Syllabus Quiz.

Evaluation

Assignment Type	No.	Points Possible	Total Points Possible
On-campus Exams	3	200 points ea	600
Chapter Review Quizzes	11	20 points ea.	220
Hands-On Assignments	5	50 points ea.	250
Pop Quizzes	4	10 points ea.	40
Online Class Discussions	4	10 points ea.	40
Discovery Assignments	1	40 points ea.	40
Syllabus Assignment	1	10 points ea.	10
Total Points Possible			1200

Grading

1080 points or higher	A
960 points - 1079 points	B
840 points - 959 points	C
720 points - 839 points	D
less than 720 points	F

Note: To earn grade of C or better for this course your average score on the major on-campus exams must be at least 60%.

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