**Principles of Information Systems**

**CISC 181 CRN 85249**

**Spring 2019**

**Primary Instructor: Alex Stiller-Shulman**

**E-Mail**:

**[astiller@sdccd.edu](mailto:astiller@sdccd.edu )**

**Supplemental Instructor: Matt O.**

This course uses the following online environments:

**1. BlackBoard Learn 9.1 –** a learning management system provided by [San](http://www.sdccdonline.net/)

[Diego Community College District](http://www.sdccdonline.net/)

Blackboard technical support is available to students **24/7/365**. If you are having a technical problem with Blackboard please reach out for help using the Helpdesk contact information below:

Helpdesk phone: 1-866-271-8794

Helpdesk website: <https://www.sdccdonline.net/help>

2. **MyItLab –** a training/testing simulation platform for learning Microsoft

Office 2013 provided by Pearson Publishing.

If you are taking an online version of CISC181, there are no on-campus meetings and no specific online meeting times. All work is done based on course deadlines.

Note: You need to purchase an individual access code for MyITLab. This is included in the Miramar Bookstore bundle. This access code gives you access to the resources of MyITLab. After registering for MyITLab using your access code you will then enroll in our MyITLab class.

**COURSE DESCRIPTION:** This course is an introduction to computer information systems. It includes computer hardware, software applications, and computer networking, especially the Internet and World-Wide Web technologies. In the area of software applications our focus is on Microsoft® Office™ 2013, using the simulation training software, MyITLab. In addition, you learn how to write your own simple application programs using Microsoft® Visual Basic 2012™. In order to meet the university articulation requirements for this course, the content is extensive and provides in-depth coverage of Information Technology topics.

Transfer Credit: Associate Degree Credit & transfer to CSU. UC Transfer Course List.

**COURSE OBJECTIVES:** Upon successful completion of this course, you will have achieved the following Student Learning Outcomes (SLOs):

 Identify and describe the components of a computer

 Define and distinguish between the elements of an information system

 Differentiate between the most widely used business software application packages and explain how they are used

 Design, create, and produce documents using a word processing software application

 Design, create, and produce documents, worksheets, databases and queries using spreadsheet application software

 Demonstrate the use of the components of a systems unit

 Distinguish between the various types of input and output devices used on computers

 Contrast the various types of storage devices used on computers

 Compare and contrast the various operating systems used on modern computers and demonstrate the use of modern communication networks

 Examine the concepts of the Internet and the World Wide Web.

 Compare and contrast the various operating systems used on modern computers and demonstrate the use of modern operating system

 Describe the concept of data management and examine the importance of using databases in business

 Analyze and describe how an information system is designed and how the

systems life development cycle is used in a business system

 Create computer programs and outline how a program is developed for business use

 Analyze the importance of security in computer systems and how information privacy concerns and business ethics are incorporated in a

computer business system

 Define multimedia and examine the place of multimedia in computer business systems applications

**OFFICIAL COURSE LEARNING OUTCOMES:**

• Demonstrate an ability to successfully follow a specification

• Demonstrate an ability to successfully create electronic documents

**Weekly Schedule**

To know what activities/assignments/quizzes/etc. are due each week go to the Learning Module section of our Blackboard Learn 9.1 class. Here you will find a Learning Module for each week of the semester. Each module contains the

complete list of what is due for that week, including links to the resources needed

to complete the tasks.

Note: The information in the online course calendar is incomplete. Instead, be sure to always use the Learning Modules for a complete list of all that is due each week.

**Attendance Requirements**

Consistent participation is critical to learning the material for this course. Students who fail to participate will fall behind in acquiring course content and skills, resulting in reduced academic success.

For the online version of CISC181, your attendance is based on your participation in online activities and discussions. The Blackboard Learn 9.1 System® and the MyITLab site provides detailed tracking/monitoring information to the instructor

of student activities on these sites. For online courses, excessive absences per San Diego Community College District guidelines includes: lack of assignment submissions; lack of survey/quiz/exam taking; lack of participation (active posting in discussions, email, and MyITLab trainings); and lack of logging in.

This is a hybrid 4-unit class, which generally translates to about 3 hours a week in class, and 2-3 hours per unit outside of class. This adds up to 12-16 hours per week for a 4-unit class. Actual student lab time will vary from student to student.

Petitions to add, drop, or withdraw after the deadline will not be approved without proof of circumstances beyond the student's control, which made him/her unable to meet the deadline. Lack of money to pay fees is not considered an extenuating circumstance. Students anticipating difficulty in paying fees before the add

deadline should check with the Financial Aid Office about sources of funds or other alternatives for which they may be eligible.

If a student decides to withdraw or drop from this course, they must do so on or before the date specified by the Academic Calendar as to the last day to withdraw or drop. Failure to drop by the “last day to drop” date will result in a grade being assigned, regardless of attendance. Students are responsible for processing the WITHDRAWAL or DROP action.

In Summary:

* *It is the student’s responsibility to drop all classes in which he/she is no longer participating.*
* *It is the student’s responsibility to drop all classes in which he/she is no* *longer attending*
* *It is the instructor’s discretion to withdraw a student after the add/drop deadline due to excessive absences (typically more than three pre-arranged absences)*
* *Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.*

**Policy Regarding Late or Incomplete Work**

There is no process for "making up" course activities such as quizzes, trainings, exams and assignments, except in case of documented extreme hardship. No "extra-credit" activities will be given. Approval of any alternative activities is at

the discretion of the instructor. Activities are set up online to not be accessible

after their due date. Incomplete work will either be rejected or will lead to a reduction of the grade for that assignment relative to the amount of information missing. Submissions not uploaded on time will be either rejected or penalized for late submission in the form of a reduction in grade. Submissions more than 1 week late will be rejected and/or receive no points. (Note: Submit early. Last- minute submission attempts may be rejected or penalized for late submission due to a difference between your computer clock being a few minutes slower than either the MyITLab or Blackboard Learn 9.1 server clock. This does *not* constitute a valid excuse for missing a submission deadline.)

**Online Behavior and Student Code of Conduct**

Students are expected to respect and obey standards of student conduct while in communication online and while on campus in person. No foul language ,

conduct that disrupts learning will be tolerated. Respectful communication with the instructor and fellow students using English language syntax and structure appropriate for an academic environment is expected. The Student Code of Conduct, Disciplinary Procedure, and Student Due Process (Policies 3100, 3100.1, and 3100.2) are documented in the College Catalog and at the Office of the Dean of Student Affairs (Room H-500). Charges of misconduct and disciplinary

sanctions may be imposed upon students who violate these standards of conduct or provisions of college regulations.

**Accommodation of Disability**

Every effort has been made to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem

accessing any portion of this course, please contact the professor or the administration immediately. Students with disabilities registered with the DSPS

Office who may need academic accommodations must notify the instructor within the first week of the course to receive special consideration or accommodation. A

written notice of their registration with DSPS is required for any accommodations

to be made. DSPS is located in K1-204 and the phone number is 619-388-7312.

**Academic Integrity**

This class will be conducted in accordance with the college Student Code of Conduct and basic standards of academic honesty. Cheating, plagiarism, and other forms of academic dishonesty are not acceptable and will not be tolerated. Violations of standards of academic honesty will be reported to the school dean

for appropriate action. There will be no warning before strict administrative action is enforced. Academic dishonesty is not only detrimental to student education; it

is also unfair to other students who spend the time and effort to learn the material. Special attention is paid to academic honesty given the online format of

portions of the class, and students are strictly held to the highest level of integrity. Plagiarism is defined for this course as the use of materials in assignments produced by others with or without reference information: students are expected to use third-party material only as input for their own work, including writing. Examples of cheating: copying and pasting from the internet, classmates, or others; sharing (giving or receiving) an Excel, Access, or Visual Basic file with a current or former student, or with others, even if you change some or all the content in the file, such as the data, formulas, or code.

Specific quotes from other sources need to be short and fully identified,

preferably using a standard format, such as APA or MLA. "Cutting-and-pasting" from web sites or other sources results in a substantial loss of credit points or the rejection of the submission with a failing grade. There is no "make-up" option for this situation.

In summary, *Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.*

**Important Security Note**

For the Excel and Access assignments in this course, it is critical that you upload and submit the same file that you originally downloaded. Each assignment file downloaded has an encrypted security stamp feature identifying a downloaded

file as your file and only your file. If you upload any other file for grading it will be flagged as being in violation of the MyITLab security standards and will not be considered a valid submission for grading.

**Class Communication Caveat**

Do not post assignment answers, excel formulas or Visual Basic code in discussion forums.

**Evaluation**

A student's grade will be based on multiple measures of performance and will reflect the objectives set forth for this course. A final grade of C or better indicates the student has the ability to successfully apply theory and techniques taught in this course in subsequent courses and in practice.

|  |  |  |
| --- | --- | --- |
| **Course Items** | **Point Value** | **Due Dates** |
| Excel and Access MyItLab Trainings and Grader Assignments | 50% | See Learning Modules section in  Blackboard Learn 9.1 for details |
| Visual Basic  Assignments | 25% |
| Exam 1 | 5% |
| Exam 2 | 5% |
| Exam 3 | 5% |
| Exam 4 | 5% |
| Quizzes | 5% |
| Extra Credit | 3% (max) | Special Event Attendance (1% per event) –  Credit may be granted at the discretion of your professor. Alternatively, this 3% can be obtained if the Special Event Speaker was arranged by the student. |

*Note:* Dates and weights of deliverables are subject to change.

**Grading**

A= 90-100 B = 80-89 C = 70-79 D = 60-69 F = less than 60

Note: Percentage fractions are NOT rounded up. Examples: 89.5% = B; 79.9% = C; 89.9999% = B

**Instructional Approach**

Active learning is encouraged and best accomplished through sharing of experiences, teamwork, joint research and discussion. The first place to look for help and the first place to share experiences is the discussion board. Post your introductions, problems doing assignments, problems installing software, etc. This will allows other students to participate in the solving of the problem/challenge and benefit from the answers of others.

Please only use course shell mail messages to communicate to me about matters that only have a personal value to you, such as your grade. If you use email or course shell mail messaging to ask a question about class material, I may reply to everyone in the class. If you have an immediate class issue it is best to check the discussion board first.

Note: all emails and course shell messages need to be appropriate for an academic online environment, following proper English syntax and grammar (including proper salutation and capitalization). Carelessly written emails and messages will be rejected or will remain unanswered. Consider this class as a "work environment" that requires high standards of professionalism. This goes for our publishers and professors too. If you find errors on pages or slides, please report them to me.

Students should make an effort to establish effective communications with each other and with the instructor. In the online environment, it is especially important to communicate clearly.

All activities must be completed individually. Microsoft Windows, Microsoft Office

2013 or 2016, and Microsoft Visual Basic Express 2012 are required tools. Students are expected to comply with [SDCCD Online computer infrastructure requirements.](http://www.sdccdonline.net/distance_education.htm#requirements) All submissions associated with any activity are to be typed and submitted electronically. Handwritten assignments or any other format than the one specified online will not be accepted.

**Required Text/Materials/Access Codes Package**

***Please purchase your materials promptly!*** While it is recommended that your purchase your materials at the Miramar College Bookstore, it is possible to purchase the materials directly through Pearson Publishing. These options are delineated below:

**SAN DIEGO MIRAMAR COLLEGE BOOKSTORE PURCHASE**

**Required Textbooks and Materials**

**Notes:** **Buy one of the three following options (Option 1 or 2 is preferred).**

***Option 1:*** Title/Author: **EXPLORING W/MIS ESS SDMC (PB) PKG / GRAUER /CASSONI** **ISBN: 978-1-323-29462-7**

**Edition:**New: $175  Publisher: PEARSON CUSTOM PUBLISHING.

This includes all text books needed for the class and the MyITLab access code. This also will include the MS Office 2013 Professional 180 day trial access and a complementary USB Flash Drive.

***Option 2:*** Title/Author: **EXPLORING W/MIS ESS SDMC e-BOOK ACCESS CODEPKG/GRAUER/CASSONI** **ISBN: 978-1-323-23972-8**

**Edition:**New: $131 Publisher: PEARSON CUSTOM PUBLISHING

With this option Bound editions of the eBooks can be purchased directly through Pearson for $35 per book.

***Option 3: eBooks and MyITLab Package direct from Pearson***

Alternatively, you may purchase the four books as eBooks along with MyITLab. Note that with this option you ***WILL NOT*** receive the MS Office 2013 Professional

180 day trial or the complementary USB Flash Drive.

**Price ~$120**

***Option 1 or 2 is preferred!***

***It is critical that you purchase your materials as soon as possible!***

**Mac OSX Users**

# MAC Users and MyITLab 2013

It is recommended/suggested that if you wish to use MyItLab 2013 on a MAC for this course, then you will need to follow the instructions from Apple below. Remember that you will need to install the Microsoft Windows 7 Operating System or a higher version supported by Apple and that is supported by MyITLab 2013, the Google Chrome Browser installed, and have Microsoft Excel and Access for Office 2013 installed.

Boot Camp Support

Link | [http://www.apple.com/support/bootcamp/](https://mail.sdccd.edu/owa/redir.aspx?SURL=lCZpBXhfRW3Lk2vtJvhrxYqkjvL0Q3_UiFP4l4EEqGkxZhqz4KTSCGgAdAB0AHAAOgAvAC8AdwB3AHcALgBhAHAAcABsAGUALgBjAG8AbQAvAHMAdQBwAHAAbwByAHQALwBiAG8AbwB0AGMAYQBtAHAALwA.&URL=http%3a%2f%2fwww.apple.com%2fsupport%2fbootcamp%2f)

Frequently Asked Questions about installing Windows 7 with Boot Camp

  Link | [http://support.apple.com/en-us/HT202008](https://mail.sdccd.edu/owa/redir.aspx?SURL=QmiDpgUO4eN1Py_h1KASroCCNxk_RvYAI0aHZrLEyAUxZhqz4KTSCGgAdAB0AHAAOgAvAC8AcwB1AHAAcABvAHIAdAAuAGEAcABwAGwAZQAuAGMAbwBtAC8AZQBuAC0AdQBzAC8ASABUADIAMAAyADAAMAA4AA..&URL=http%3a%2f%2fsupport.apple.com%2fen-us%2fHT202008)

Boot Camp: Install Windows on your Mac

Link | [http://support.apple.com/kb/PH17860](https://mail.sdccd.edu/owa/redir.aspx?SURL=gPurztLpIpd0FywM1KoGM_zrysuGxDKq07M4q3x5h_oxZhqz4KTSCGgAdAB0AHAAOgAvAC8AcwB1AHAAcABvAHIAdAAuAGEAcABwAGwAZQAuAGMAbwBtAC8AawBiAC8AUABIADEANwA4ADYAMAA.&URL=http%3a%2f%2fsupport.apple.com%2fkb%2fPH17860)