Pierce College
Course Syllabus – Introduction to Computer Information Systems, CIS 121
Website: www.samueltscott.com/pierce.htm
Spring 2014

Instructor: Samuel T. Scott **Office:** N-105 **Phone:** (253) 964-6735
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Textbook: Discovering Computers, Introductory: Your Interactive Guide to the Digital World, Shelly, Vermaat, Course Technology, ISBN 13: 978-1-133-59346-1

Materials: Personal storage media (e.g. USB Thumb Drive)

Course Description: Introduction to the fundamentals of computer information systems. The class will provide a comprehensive survey of computer technology, nomenclature, and use as productivity tools. The class will provide the opportunity for developing a better understanding of information processing, the personal computer and its use as a stand-alone or networked device. Lab assignments using application programs and programming exercises will allow the student to interact with computer technology, hardware and concepts in the current PC environment.

Course Objectives:
1. Use and maintain a secure, efficient computer system.
2. Differentiate between and use operating system software, networking software, programming languages and a variety of application software.
3. Identify current, future, and historic events in the computer field and their global effects on society.
4. Use a computer system for interactive communications.
5. Define terminology associated with the computer field.
6. Define a computer information system and differentiate between data and information including the characteristics or qualities of information.
7. Identify issues in computer ethics.
8. Identify the steps and importance of the System Development Life Cycle in problem solving for client/organizational/business needs.
9. Identify examples of capabilities and limitations of computers.
10. Create, edit and execute a program exercising control structures using one of a variety of programming languages.
11. Identify the history and trends of computer careers.

Access/Disability/Special Needs: Students with disabilities who believe they may need academic adjustments, auxiliary aids or services to fully participate in course activities or meet course requirements are encouraged to register with the Access and Disability Services (ADS) Office. Students requesting accommodations must obtain the "Approved Quarterly Academic Adjustments, Auxiliary Aids or Services Green Form" provided by ADS." For more information contact one of the ADS Office – Fort Steilacoom/JBLM, Cascade Building, Welcome Center, 253-964-6526/6527 or Puyallup, Gaspard Building, Room A106, 253-840-8335/3301.

Grading: 3.5 – 4 = A (90% and higher), 2.5 – 3.4 = B (80-89%), 1.5 – 2.4 = C (70-79%), 1.0 - 1.4 = D (65-69%)

Class grade weighting:

3 Closed-book tests	300 pts.
Report	100 pts
In-Class Lab exercises	270 pts
Open-Book Chapter Tests	330 pts
Total class work	1000 pts.

Attendance: See Pierce College catalog. It is the student's responsibility to attend class and will be responsible for all assigned reading and material presented during the class. ***THE LAST DAY TO DROP: May 15, 2014!***

Academic Integrity: Cheating and plagiarism will not be tolerated. Any student caught cheating or plagiarizing will receive a failing grade for the test/assignment, may receive a failing grade (0.0) for the course, and be subject to Pierce College discipline process, which may include dismissal. See the instructor or college catalogue if you are unsure of these concepts.

Class Schedule

Week	Chapters	Test	Lab Exercises
1	1		Windows – Learning Styles Assessment
2	2		MS Word
3	3, 4		MS Excel
4	4	Chaps 1-4 (Apr 25)	MS Excel
5	5, 6		MS PowerPoint
6	7		MS PowerPoint
7	8	Chaps 5-8 (May 16)	MS Access, **Report Due – May 16, 2014**
8	9		MS Access
9	10		MS Project
10	11	Chap 9-11 (Jun 10)	**Final Exam – Date: Jun 10, 2014**

Tests (100 pts each): Tests consist of objective multiple choice and T/F questions based on the textbook chapters. **No make-up exams will be given.** Exams may only be taken late due to documented extenuating circumstances and/or prior arrangement. Students wishing to accelerate course completion may arrange for early exams.

Lab Exercises (270 pts): Assignments will be explained in detail in class. Each student will be required to create, edit, format, and save MS Word documents; MS PowerPoint multi-slide presentations; an MS Access database containing tables, queries, forms, and reports; MS Excel worksheets with an integrated charts, and MS Project baselined Gantt chart with resources. Computer lab exercises will be completed in class and are cumulative. Missing class when lab work is being conducted may result in an inability to complete assignments for full credit. *Tardiness on hands-on lab days is unacceptable and very disruptive to the learning process. Once instruction starts, the lab door will be closed and tardy students not admitted.*

Chapter Tests (330 pts)*:* Students are responsible for accessing the class website to take each of the chapter tests (www.samueltscott.com/pierce.htm). The chapter tests are only available on-line, are open book, and may only be taken once. The chapter tests for chapters 1-4 must be completed before Test 1. The chapter tests for chapters 5-8 must be completed before Test 2. The chapter tests for chapters 9-11 must be completed before Test 3.

Report (100 pts): Each student will prepare a report (3-4 pages) with references on a *career/job of their choice and how computers/information systems have changed the career/job.* You must take care to appropriately scope and define the specific career/job you choose to research. The report *is due May 16, 2014*. The report will be written in MLA style. The reports will be graded for content and grammar. Grading criterion will be provided in class. *__Failure to properly document/reference source information may result in zero points__*. *Late reports will not be accepted.*

Unauthorized Activities: While attending classes conducted in a computer lab, students will **not engage in any activity not directly related to class instruction,** objectives, outcomes, or learning activities during the prescribed class times. Any student engaging in non-class activity will be directed to immediately cease the activity. Failure to immediately cease the unauthorized computer activity may be grounds for the student's removal from the lab and course failure. Examples of unauthorized activities during class include: computer games, personal email, instant messaging, web surfing, installing software, downloading music/video, etc.

Emergency Management: Call 911 and then Campus Safety in response to an imminent threat to persons or property. In the event of an evacuation (intermittent horns & strobes), gather all personal belongings and leave the building using the nearest available safe exit. Be prepared to be outside for one hour and stay a minimum of 200 feet from any building or structure. So long as it is safe to do so students are expected to stay on campus and return to class after evacuations that last less then 15 minutes. Do not attempt to re-enter the building until instructed by an Evacuation Director (identified by orange vests) or by three horn blasts or bell rings. Please notify the nearest Campus Safety Officer or Evacuation Director of any one left in the building or in need of assistance. Fort Steilacoom Campus Safety (253) 964-6751

This class schedule may be modified as the class progresses through the quarter.