Syllabus - CIS 121 - Fall 2019

This syllabus is a written contract between you and myself, your instructor. Please read it carefully and contact me if you need further clarification. If you decide to continue in this course, it means that you have thoroughly read the syllabus and accept all requirements as stated.

Course Information:

- **Course Number:** CIS121
- **Course Title:** Computer Concepts II
- **CRN:** 42372
- **Credits:** 4
- **Term:** Fall 2019

Instructor Information:

- **Instructor:** David Mandel

- **Preferred Email:** Use the PCC's email system to email me at david.mandel15@pcc.edu

- **D2L Email System:** You can try the system built into D2L. This system wasn't very usable in the past, but seems to work fine to send mail to @pcc.edu accounts now.

- **Long Term Email:** dmandel@DavidMandel.com (PCC rules require the use of PCC resources for communications relating to our student/instructor relationship - and I believe this is appropriate.   However, I am active as a volunteer in the OpenSource software community and the Master Gardener community and several other communities as well.   Should you want to contact me about any of these activities after this course is over, feel free to contact me at dmandel@DavidMandel.com or call me using the phone number below.)

- **Phone:** 541-730-5285 mobile
- **Office Location:** Sylvania TCB 312 (when in Portland)
- **Online Tutorials:** Tuesday evenings - 6:00 PM to 8:00 PM - and Wednesday evenings - 6:00 PM to 8:00 PM (subject to change to meet people's needs)
- **Office Hours:** by appointment
- **On campus Office Hours:** by appointment
- **Address:** Portland Community College, 12000 SW 49th Ave., Portland, OR 97219

Course Description

Covers evaluation, selection and application of computer technology to solve practical problems in database design, web page design, networking and programming. Addresses ethical issues associated with technology. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores.

Instructional Approach

This course is an online class that employs the D2L class management system for:

- Content
- On-line Classrooms
- Discussions
- Assignments
- Quizzes and exams

(Review Online Learning Intro if you have no prior D2L experience)

The course is taught through textbook materials, other materials, and online discussions.

Communication Guidelines

Best Way to Contact me

Communicate by using the PCC e-mail system. You can use D2L e-mail to send a private e-mail to your instructor and/or classmates.

If your question or comment would be of interest to other students, please post it to the Discussions area. This way other participants can help answer questions, and all participants will benefit from the answers. Please refer to the information on "netiquette" in the introductory module for guidelines governing the content of written communications.

Response from Instructor

I read and respond to email at least once a day and usually twice a day during the week - once at about 11:00 AM to noon - and again at about 4:00 PM to 5:00 PM. On weekends I read and respond to email at least once a day - usually in the late afternoon or evening. If you need a quicker response or prefer to talk in person, feel free to call me most anytime between 10:00 AM and 9:00 PM weekdays or weekends and I will answer unless I'm in a meeting or something.

Of course, if I am ill or out of town, all this may change.
I will post a message in **D2L** if this is the case.

Learning Outcomes

On completion of this course the student should be able to:

- Apply logic, business rules and entity relationship diagrams to design databases.

- Create web sites using latest HTML and CSS standards.

- Design a basic home wireless network and office network while utilizing current wireless security.

- Solve simple quantitative and qualitative problems using computer programming.

- Install and manage operating systems and applications.

- Weigh ethical issues related to technology including viruses, spyware, hacking and risk assessment.

Course Prerequisites

WR 115, RD 115 and **MTH 20** or equivalent placement test scores. Recommend: basic computer skills equivalent to CAS 133 or BA 131.

Instructional Materials

Required Textbook

Computer Concepts II

McHoes/Flynn/Reynolds/White/Coronel/Morris/Vodnik/Farrell/Ciampa

ISBN-13: 9781337445658 (Edition: 2017)

Note: Previous edition (ISBN=9781337441704) is essentially the same, but chapters are in different order.

This book is an amalgamation of several different textbooks:

- Ethics in Information Technology, 5th Edition - Reynolds (Chapter 2)

- Security Awareness: Applying Practical Security in Your World, 4th Edition - Ciampa (Chapter 3)

- HTML5 and CSS3, Illustrated Introductory, 2nd Edition - Vodnik (Units D and H)

- Programming Logic and Design, Comprehensive, 8th Edition - Farrell (Chapters 2 and 3)

- Database Systems: Design, Implementation, & Management, 11th Edition - Coronel / Morris (Chapter 4)

- New Perspectives on Microsoft® Access® 2013, Comprehensive Enhanced Edition, 1st Edition - Adamski / Finnegan / Scollard (Tutorial 2)

- Linux Operations and Administration, 1st Edition - Basta / Finamore / Basta / Palladino (Chapter 3)

- Data Communications and Computer Networks: A Business User's Approach, 8th Edition - White (Chapter 1)

Required Software

PC Users - Windows 7 or 8 or 10 (Available through DreamSpark - see below - or the bookstore)
MAC Users - MAC OS X

Microsoft Office (including Access) or **LibreOffice** or **OpenOffice**
Access is available for free from Microsoft Imagine (formerly DreamSpark)
LibreOffice is available for free from https://www.libreoffice.org/
OpenOffice is available for free thru www.openoffice.org/

Please Note: Open Office 4.1.2 Base (used in the database module) does not play well with Mac.
There are a lot of reports both from students and online, that you can't create queries.
You can download 4.1.1 here (use the drop down box to get the older version).

You might also want to consider LibreOffice

Web browser (Microsoft Edge, Internet explorer, Firefox, Chrome or Safari)
File transfer program like Filezilla
Zip program like 7 - Zip
Text Editor like NotePad++
Diagram Software like Visio, Gliffy or LucidChart

Azure Dev Tools for Teaching (formerly Microsoft Imagine)

Azure Dev Tools for Teaching is a service of the Microsoft Academic Alliance which provides free Microsoft products for students registered in classes that require them.

Click on link above for details.

Office 365 Free for Students

Students can obtain Office 365 free from this link: Office 365 free for students

Participartion Expectations

You are expected to post to discussions as required.
If you don't post to Module 1 Discussion - Introduce Yourself by Friday of the first week of class, you will be dropped from the class.

Assignments, Discussions, Quizzes and Exam

Attendance of on-line Tutorial

Regular attendance of on-line tutorials is strictly operational, **except you must attend at least ONE on-line Tutorial session during the term and talk with your instructor in person.** Attending this session is worth 10 points. It is highly recommended that you take care of this requirement in the first couple weeks of the class. If you have schedule conflicts and can't attend a regularly scheduled session for another reason, contact you instructor by telephone and we can work something out.

Assignments

Assignments are worth 25 points and are due by **11:59 PM every Monday** (except the first week)

You must submit your lab through the D2L Assignment tool
I don't accept work submitted via e-mail. Exceptions may be made if normal submission system is unavailable for some reason.

Grading criteria appears with each assignment.
Late assignments are allowed, **if submitted within a week after the due date,** subject to a 5 point penalty.

Discussions

Discussions are worth **5 points** and are graded on the assignment due date.
Late discussions will receive no credit.

Grading criteria (late postings can be made, but receive no credit):

- Original postings are graded on a scale of 0 to 4, depending on how well they address the topics for the week
  (If you post **prior** to the due date, I will send you an e-mail if I feel your posting is not worth 4 points.)
- At least one substantial response (more than just "I agree" or the like) to another students' post is worth 1 point

Quizzes

There will be weekly on line quizzes throughout this class. They are multiple choice.

You may take your quiz at any time during the week, **but may not make up the quiz once it has closed.** The quiz consists of 10 randomly selected questions from a bank of about 30 questions.

All quizzes may be taken twice , with the higher grade being recorded.

Violation of the academic integrity policy earns a 0 on the quiz and forfeits the right to a second quiz. If the quiz result seems unrealistic, the student may be required to demonstrate competence in person

The weekly quizzes will all be conducted on line. They will be "open" for you to take in each case for a week, but you must complete them by the due date. **There is no**

opportunity for late quizzes.

Exams

There will be a final exam.

The final exam may be taken **twice,** with the higher grade being recorded

Violation of the academic integrity policy earns a 0 on the quiz and forfeits the right to a second exam. If the exam result seems unrealistic, the student may be required to demonstrate competence in person

Evaluation of Assignments/Assessments

Grades are based on your labs, quiz and exam results, and the quality of your participation in class discussions. I will send feedback on labs and post grades within three days after the due date. Be sure to look at your assignments and quizzes after they have been graded in order to receive feedback.

Grading Criteria:

Activities	Points each	Total
Discussions (10)	5	50
On-line Tutorial (1)	10	10
Assignments (10)	25	250
Quizzes (10)	10	100
Final	50	50
Total		**460**

Grading Scale:

Letter Grade	Grading Scale	Additional Requirements
A	90 - 100%	Have submitted ALL assignments and quizzes and attended at least one on-line tutorial

B	80 - 89%	Have no more than 2 missing homework assignments and 2 missing quizzes
C (or P)	70 - 79%	
D (or NP)	60 - 69%	
F (or NP)	<60%	

Please note: The grading options (traditional, P/NP, Audit) **exclusively** in the hands of the student www.pcc.edu/registration/grading-policy.   I won't have the option to give you a P/NP or Audit unless **you** choose it **within the established deadlines** (week 2 for Audit; week 8 for P/NP)

I never give Incomplete.

You can drop this class through mypcc without any permission from me
(up to the end of the eighth week of class, but I would appreciate an e-mail informing me of your decision to drop.)
In order to attain a refund for the class, you must personally drop the class within the first week of the term

Add/drop/withdrawal deadlines for the term:
www.pcc.edu/registration/dropping.html

For information about PCC Grading Guidelines:
www.pcc.edu/resources/academic/standards-
practices/AcademicStandardsandPractices-GradingGuidelines.html

Late Work & Make-up Policy

Each assignment has a **due date** and an **end date**.
If you submit the lab prior to the due date, you receive full credit.
If you submit the lab after the due date and prior to the end date, there is a 5 point penalty.
Submissions after the end date are NOT automatically allowed. Contact instructor for permission.

That being said, I will work with you if you have a **legitimate reason** for submitting late work

All work must be in by Wednesday December 11, 2019 at 11:59 PM.

Registration policy and Deadlines for the term

Student is responsible to add/ drop/ withdraw class. Please review PCC Registration Policy for more information.

Add and Drop Deadlines

Students need to drop (8-12 week classes) by the end of the first week of classes, by Friday for in person or Saturday via MyPCC from 7am to 10pm.

Payment Deadlines

Payment is due two weeks before the start of the term. If you enroll after that date, payment is due immediately. Bills are issued beginning three weeks before the term. You can see your balance or access your bill online in the MyPCC Paying for College tab. Please review PCC Payment Policy for more information.

Academic Integrity (rules about cheating, plagiarism, or sharing work)

Students are required to complete this course in accordance with the Student Rights and Responsibilities Handbook. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment, and may include copying answers from other students or using unauthorized notes during tests. Plagiarism is a particular form of cheating that involves presenting as one's own the ideas or work of another, and may include using other people's ideas without proper attribution and submitting another person's work as one's own. Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions including but not limited to receiving a failing grade. For further information, review the institution's Academic Integrity Policy.

Code of Student Conduct

Follow this link for more information about PCC's official policy regarding student conduct.

Internet Etiquette (or Netiquette)

Click here for more information about Netiquette.

Accessibility and Privacy Statements

- Using assistive technology in D2L (BrightSpace)

- [D2L Accessibility](#)
- [Accessibility features in Microsoft Office](#)
- [Dreamspark Privacy Policy](#)

Special Accommodations

"PCC is committed to supporting all students. If you plan to use academic accommodations for this course, please contact your instructor as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the "Approved Academic Accommodations" letter from you (submitted in person for courses on campus; via email for Distance Learning courses). To request academic accommodations for a disability, please contact a disability services counselor on any PCC campus. Office locations, phone numbers, and additional information may be located on the [Disability Services website](#).

Title IX/Nondiscrimination Statement

Portland Community College is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age national origin, veteran status, sex, sexual orientation, gender identity, or disability please contact the Office of Equity and Inclusion at [(971) 722-5840](#) or [equity.inclusion@pcc.edu](#).

Flexibility

The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather or class situations.

Syllabus - CIS 121

Course Calendar - CIS 121 - Fall 2019

All assignments are due at 11:59 PM of the date listed.

Class	Readings	Assignments	Due Dates
Week 1 Sep 23 - Sep 29	Course Orientation Course Syllabus Module 1 Textbook Chapter #1	Quiz 1 Assignment 1	Monday, Sep 30
Week 2 Sep 30 - Oct 6	Module 2 Textbook Chapter #2	Quiz 2 Assignment 2	Monday, Oct 7
Week 3 Oct 7 - Oct 13	*Module 3* *Textbook Chapter #3*	Quiz 3 Assignment 3	Monday, Oct 14
Week 4 Oct 14 - Oct 20	Module 4 Textbook Chapter #4	Quiz 4 Assignment 4	Monday, Oct 21

Class	Readings	Assignments	Due Dates
Week 5 Oct 21 - Oct 27	Module 5 Textbook Chapter #5	Quiz 5 Assignment 5	Monday, Oct 28
Week 6 Oct 28 - Nov 3	Module 6 Textbook Chapter #6	Quiz 6 Assignment 6	Monday, Nov 4
Week 7 Nov 4 - Nov 10	Module 7 Textbook Chapter #7	Quiz 7 Assignment 7	Monday, Nov 11
Week 8 Nov 11 - Nov 17	Module 8 Textbook Chapter #8 Notes for Lesson 8	Quiz 8 Assignment 8	Monday, Nov 18
Week 9 Nov 18 - Nov 24	Module 9 Textbook Chapter #9	Quiz 9 Assignment 9	Monday, Nov 25
Week 10 Nov 25 - Dec 1	Caught up Week	Spend Thanksgiving with Friends & Family	

Class	Readings	Assignments	Due Dates
Week 11 **Dec 2 - Dec 8**	Module 10 Textbook Chapter #10	Quiz 10 Assignment 10	Monday, Dec 9
Finals **Dec 9 - Dec 15**		Final	Wednesday, Dec 11

All work must be in by Wednesday December 11, 2019 at 11:59 PM

Note: This schedule does not explicitly recognize many holidays such as Veterans Day (Nov 11, 2019) or Rosh HaShana (Sep 30 - Oct 1, 2019) or Yom Kippur (Oct 9, 2019) or Deepavali (Oct 26-27, 2019) or All Saints Day (Nov 1, 2019) or The Prophet Muhammad's Birthday (Nov 9. 2019) or many other holidays. These are important times to spend time with family and friends. Plan your work so you have free time to celebrate relevant holidays. (Oh yes, I forgot Halloween (Oct 31, 2019).)

NOTE:

The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather or class situations.

Course Calendar CIS 121