



CIS 102 Intermediate Business Computing Course Syllabus (Fall 2023)

Course Information

- **Quarter:** Fall, 2023
- **Credits:** 5
- **Course Mode:** Online Course

Instructor Information

- **Instructor Name:** Anna Truss (she/her)
- **Instructor Email:** anna.truss@edmonds.edu
- **Best Way to Contact Me:** Canvas Inbox or email. If sending an email, please start the subject line with **[CIS102 Fall 2023]** so my email filters will catch it and I can respond more quickly. I will try to respond within 24 to 48 hours during the work week.

About this Course

Course Description

From the Edmonds College Catalog:

“Extends the CIS 100 objectives of using computing technologies in managing a business and solving operational problems. Intermediate expertise of common productivity suites and database applications, including Microsoft Access, a database management system (DBMS) that provides the tools needed to create, maintain, and use a database. These applications are used in support of business functions and information technology departments.”

Prerequisites: CIS 100 with a minimum grade of 2.5 or instructor permission.

Course-level Learning Objectives (CLOs)

Upon successful completion of this course, students will be able to:

1. Demonstrate entry-level proficiency in using common workplace technologies and applications including Google Cloud G Suite, Office 365, and Remote Desktop.
2. Demonstrate quantitative skills and critical thinking through the analysis of data and information.
3. Describe the issues of computer ethics, security risks, information privacy, disaster recovery planning, and backup strategies.
4. Identify techniques used to stay current with IT applications and career choices.

Course Modality

This is an online course. Classroom time is replaced by content and activities that take place in Canvas. The contact hours are flexible, within the deadlines given by the instructor. Assignments and communication can take place at home or any place with a computer and Internet access. Generally, online courses do not require campus visits. For more information about taking an online class, visit [Online Learning at Edmonds College](#).

Texts, Materials, and Supplies

- **Canvas:** Edmonds College uses [Canvas](#) for online learning. To use Canvas, you'll need:
 - Access to a computer or internet-enabled device
 - A reliable internet connection
 - A web browser: Firefox and Chrome work best
- **Textbook: Exploring Microsoft Office Access 2019 Comprehensive - by Mary Anne Poatsy, Williams, and Rutledge. Published by Pearson Copyright © 2020 (ISBN-13: 978-0-13-543581-6)**

Please pay close attention to the **REQUIRED** textbook. You can purchase a book, an eBook, or rent books. Renting or using an eBook is the least expensive way to access the material.

This course includes projects in the Microsoft Office 2019 Access database management system. Books may be purchased or rented at the Edmonds College Bookstore, they can also be rented or downloaded as an eBook. If you are using an eBook, I recommend you use a separate computer, tablet, or laptop as the book delivery device and a separate one to do the work.

- **Other Required Materials**

Software

- Microsoft Office 365 or 2019 (Standard version does not have Access, but we can get you the software. Another option is to do your Access work on campus) Get Office 365 here: <https://products.office.com/en-us/student/>

- Microsoft Windows 7 or later

Computer

- IBM Compatible Computer. Computers are available in a wide variety of locations across campus. The campus also has a wireless network.
- A USB flash drive for storage and transportation of your files. (Any size is fine)
- **Technical Support** for students is available at itsupport.edmonds.edu.

For a complete list of Technology Resources see
<https://students.edmonds.edu/technology/>

Assignments and Grading

Grading Philosophy

In order to assess students' proficiency in using the software, assignments will be graded by comparing the work turned in by the student to the exact instructions in the assignment. Some assignments have a grading rubric attached. Steps are given a point value and student points will be awarded or deducted depending on the skills shown in the work submitted.

Tests on Reading and Lectures (online)

- Test one will cover chapters 1 & 2
- Test two will cover chapters 3 & 4
- Test three will cover chapters 5 & 6
- Final ACCESS Production Project

A test schedule is posted on the course Canvas site - pay close attention to the dates and times listed on the Due Dates page.

Grading Table (Grade Points for Percentage of Points Earned)

Grade Points for Percentage of Points earned			Letter Grade Equivalency
4.0=95%	2.9=84%	1.8=73%	A = 4.0 - 3.9
3.9=94%	2.8=83%	1.7=72%	A- = 3.8 - 3.5
3.8=93%	2.7=82%	1.6=71%	B+ = 3.4 - 3.2
3.7=92%	2.6=81%	1.5=70%	B = 3.1 - 2.9
3.6=91%	2.5=80%	1.4=69%	B- = 2.8 - 2.5
3.5=90%	2.4=79%	1.4=68%	C+ = 2.4 - 2.2
3.4=89%	2.3=78%	1.4=67%	C = 2.1 - 1.9
3.3=88%	2.2=77%	1.3=66%	C- = 1.8 - 1.5
3.2=87%	2.1=76%	1.2=65%	D+ = 1.4 - 1.2
3.1=86%	2.0=75%	1.1=64%	D = 1.1 – 1.0
3.0=85%	1.9=74%	1.0=63%	F = 0.0

Make-up or Late Work

Learning builds on itself, so it's important that you keep up to date with projects and assignments in order to be successful in this course. Projects/assignments are due on the date indicated in Canvas. If you are unable to submit an assignment on time due to an emergency, please contact me. I understand that life happens, and I generally will not deduct points for late assignments, however, I reserve the right to deduct up to 10% from each assignment submitted late if you wait until the end of the term to "catch up."

PLEASE NOTE: The final Term Project Deliverable will not be accepted late, and no Assignments will be accepted after the last day of the quarter.

College Grading Policies

- **Policy on V and I Grades.** These can be found in the [online college catalog](http://catalog.edcc.edu) (Links to an external site: <http://catalog.edcc.edu>) on the Academic Requirements page, under Student Grades.
- **Policy on S, U, and N Grades.** These can be found in the [online college catalog](http://catalog.edcc.edu) on the Academic Requirements page, under Student Grades.

- **Policy on Plagiarism and Academic Dishonesty.** Please see [the Student Code of Conduct](#). This document includes Student Rights and Responsibilities as well as Guidelines for Student Conduct and information on disciplinary procedures.

Classroom Community Expectations

It is my intent that students from all backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

Expectations for Instructor

As your teacher, I will work hard to:

- provide a safe, comfortable place to learn--where everyone is welcome and respected.
- prepare challenging/interesting lessons that help you learn.
- give clear instructions and reasonable time for you to complete assignments
- give you timely feedback on how you're doing.
- be available to help you when you have questions or problems.

I am always happy to engage with you around questions or difficulties that you might be having. Because of constraints on my time, it is most effective to reach out to me via email or Canvas Messages and request an appointment. I will also make time during and after class meetings on Tuesdays to meet with individuals or groups of students as needed.

Expectations for Students (How to Succeed in this Course)

As a student in this class, I expect that you will

- take advantage of the opportunities that this course offers you by being an active and thoughtful participant in course discussion board, and by trying your best on the various elements of the course;
- take ownership of your learning and to reach out to me if you are struggling or have concerns;
- share your knowledge and learn from your peers;
- be respectful and courteous to one another;

Finally, I expect you to hold yourself to the highest standards for academic honesty and integrity in your work.

Attendance Policy and Final Exam Dates

Attendance Policy

Plan to attend class online each week on Google Meet and be an active participant in online class discussions, group work, and other learning opportunities. Be sure to complete all reading and other assignments according to the schedules.

You should also check in on the Canvas course at least 3 times a week, to be sure that you don't miss any important announcements or information. I will not deduct participation points if you occasionally can't attend class meeting, but extensive absences may impact your ability to keep up with course activities. Let me know if you need to miss a class and check in with your classmates regarding what was covered.

Final Exam

There is no Final Exam for this course*.

*Your Final Project Deliverable must be submitted by 11:59pm on Wednesday, December 6, 2023.

No "late" assignments will be accepted after 11:59pm on Friday, December 8, 2023.

Important Dates

For all important dates, please see the [Edmonds College Academic Calendar](#)

Policy on Academic Integrity

Edmonds College students shall demonstrate Academic Integrity. Instructors are expected to report all violations of Academic Integrity (cheating and plagiarism) to the College. The College's database of such incidents will be monitored by the Office of the Vice President for Student Services. Data will be maintained for three years. Evidence of repeat incidents will result in additional action by the Office of the Vice President for Student Services as governed by the Student Code of Conduct.

Services for Students with Disabilities

[Services for Students with Disabilities](#) (SSD), located in MLT 159, ensures that programs at Edmonds College are accessible and usable by students regardless of ability. If you require an accommodation for a disability, or if you have struggled with learning in the past and might benefit from a consultation, please contact SSD online or by phone: 425.640.1320 or email: ssdmail@edmonds.edu.

Resources for Students

Edmonds College offers a number of student resources to help you succeed. Asking for help, whether you are struggling or not, is a normal part of being a student. You may find it helpful to browse this [Student Resources Guide](#).

Learning Support

- [Learning Support Center](#): free tutoring for math, writing, and other classes
- [TRIO Student Support Services](#): tutoring and other support for students who are the first in their family to go to college
- [Library](#): 24/7 live chat help for research and citations, free online access to ebooks, articles, and databases
- [Campus Study Spaces](#): A map of areas and rooms where students can study and attend online synchronous class sessions.
- [STEM Study Room](#): free drop-in tutoring for Math, Biology, Chemistry, Physics, Computer Science, and Engineering

Basic Needs Support (food, housing)

- [Triton Student Resource Hub and Food Pantry](#): on-campus resource for food, housing or emergency funding needs.

Health and Well-Being

- [Center for Student Cultural Diversity and Inclusion](#): meet with a student success coach
- [Counseling and Wellness Center](#): personal counseling and resources

Technology Assistance

- [Edmonds College IT Help Center](#): help with Canvas, CTC Link, Google apps, and other technologies
- [Canvas Log-in and Orientation](#): how to use Canvas and reset your password
- Open computer labs are available on Campus in the Library (3rd Floor of Lynnwood Hall), and on the first floor of Alderwood Hall.

Veterans Resources

- [The Veterans Resource Center](#): services for Veterans including advising, help with use of VA training or benefits

Resources for Non-immigrant Visa Students

- [Office of International Programs](#): advising and activities for non-immigrant visa students

Student Government and Campus Involvement

- [Center for Student Engagement and Leadership](#): campus leadership opportunities

College Policies and Guidelines

- [Policy on V, I, S, U, and N Grades](#) (include if applicable). These can be found in the [online college catalog](#) on the Academic Requirements page, under Student Grades.
- Please see [Student Rights, Freedoms, and Responsibilities](#) for guidelines for student conduct and information on disciplinary procedures.
- **Reporting Gender Discrimination and Sexual Assault:** I hope that your experience in my class and at Edmonds College is fair and respectful of your individuality, including your gender identity and sexuality. If you do experience unfair treatment, discrimination, or harassment based upon your gender identity, or if you are the victim of sexual misconduct, please [report the incident](#) so that you can receive help.

As your instructor, I am required to report any incidents of gender discrimination or sexual harassment to the Edmonds College's Title IX Officer. If you do not wish to report an incident but would like to speak with a confidential counselor, please contact the [Counseling and Resource Center](#).

- **Accommodations for Religion/Conscience:** Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the quarter and should follow the procedures listed in the college's [Absence for Reasons of Faith or Conscience policy \(SS 8.01Pr\)](#)

Emergency Preparedness

The [Triton Alert System](#) will be used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. Edmonds College students and employees are automatically enrolled to receive Triton Alerts

through their college email addresses. Sign up to receive text and voice messages on your mobile or home phones and/or additional email notifications to personal email addresses.

In case of inclement weather, we will most likely meet virtually as scheduled if there are no widespread power outages. Please check Canvas for instructions.

One Last Note

This syllabus is intended to give students guidance in what may be covered during the term and will be followed as closely as possible. However, I may choose to modify, supplement, and make changes to the course in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.