Riverside City College
CIS 1-A: Introduction to Computer Information Systems
SPRING 2016 SYLLABUS
Section 42711

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Course Meeting Room: Business Computing (BC) 100, School of Business Administration and Computer Information Systems
Lab Location: MLK Computing Center
Meet Times: Mondays and Wednesdays, 8am - 9:10 AM
Course Start: February 17th
Term Completion: Thursday June 9th, 2016, Final Exam Time TBA
RCC Census Drop Date, September 14th, 2015.
Course Websites: opencampus.com, https://github.com/stefanbund/cis1-a

COURSE DESCRIPTION

An introduction to computer concepts, theory, and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion, and hands-on computer assignments. Concepts covered include types of software, hardware components, communications, and networks with an emphasis on terminology and functionality.

COURSE OBJECTIVES

For Student Learning Outcomes (SLO), please see page 10-11.

The student will be able to:

- Identify the fundamental computer concepts and terminology used in business for input, processing, output, storage, and data communications.
- Identify the key features of a variety of software such as operating systems, word processors, spreadsheets, databases, graphics, and communications.
- Apply principles of and solve problems with word processing, spreadsheet, and database programs.
- Create electronic presentations with presentation graphics.
- Use the Internet to send electronic mail, search for information and download files.
- Demonstrate the principles of Internet research.

- Understand the principles of computer security, ethics and privacy.
- Understand and apply the principles of distance education software.

COURSE MATERIALS

Software

○ You MUST have access to Microsoft Office 2013 Professional Edition (which includes Word 2010, Excel 2010, PowerPoint 2010, and Access 2010). Previous versions of MS Office (such as 2007 or 2003 or XP or 2000 or 97) will not work due to incompatibilities with the file formats. The textbook you will be using is based on Office 2013 (GO!).

○ To access Office 2013 you can do one or more of the following:

1. Use MS Office 2013 on campus in the RCC Computer Lab (See section on Lab Usage below).

2.Purchase MS Office 2013 for your personal computer.

3.Use the College's virtual server to access a lab copy of Office from your computer at home, without buying it.

4.Using a six month trial edition of Office, included with your coursepack.

○ As for the operating system, either Windows 8, Windows 7, Vista, Windows 2000, or Windows XP will work.

○ To verify that your existing MS Office software is the correct version, from your desktop click on Start, then click on Programs, then click on MS Office. The programs available to you within MS Office should contain 2013, such as Word 2013. Also verify you have Access 2013.

○ If you would like to purchase the software for use on your personal computer you can utilize the student discount available at the following website: www.journeyed.com/fccc. Discounts will apply to ID-holding RCC students.

○ Please see the Lab Usage section below if you would like more information on using the software at RCC's Computer Labs.

Textbooks and Other Materials and Requirements

The two textbooks and the MyItLab access code are available as a bundled package from the College Bookstore. It is less expensive to purchase the package from the bookstore than it is to purchase the textbooks and software separately elsewhere. Note that although individual ISBN numbers are given below for each book, the entire package will have it own ISBN number in the RCC bookstore.

1. Textbook package includes:

○ Technology in Action: Complete, 10th Edition (2013) by Alan Evans, Kendall Martin, Mary Anne Poatsy, ISBN: 0-13-305622-8

•GO! with Microsoft Office 2013 Volume 1 - Shelley Gaskin...[et al.] ISBN: 0-13-314266-3

•"MyItLab for Go! Office 2013" access code. (The access code is contained in the textbook package available from the College Bookstore. The access code (and e-book versions) can be purchased separately from Pearson online.)

•Microsoft Office 2013 Trial Version

2. Please have a data storage device (USB Flash drive recommended, 1GB is

fine.)

3. Internet access is required for most coursework, either on your own or from the MLK 219 computer lab.

4. 18 Hours of MLK-219 lab usage is required for completion of this course.

Course Requirements

Graded Item	% of final grade
Laboratory Assignments (18, at 3% each)	54
Mid Term Examination Paper, due April 13th 2016	3
Final Term Examination Paper, due Finals Week	3
Term Projects (4, at 10% each)	40
Total	**100**

Grading Standards
Of the total points:90% is an "A", 80% is a "B", 70% is a "C", 60% is a "D" and less than 60% is an "F".

Lab Assignments are done in Room 100 Lab. All 18 hours of the course must be complete to earn 54% course credit.

Homework and Projects are turned in via opencampus, using the message tool. Assignments are turned in using a filename of [assignment #, your name, file extension].

COURSE STRUCTURE

Overview

CIS 1-A provides transferable credit to CSU degrees, and prepares undergraduates for research and general academic productivity. Developing data-driven thesis work begins with skills in using the computer desktop, internet and spreadsheets. We then move toward successful written communications using Word, then spoken presentations using Power Point. This is more than a skills class. CIS 1-A prepares the RCC student for lifetime learning via data analysis, using fundamental computer information systems.

How to Study

You should plan to devote at least 5 hours per week of study time to complete the coursework and lessons for the week - or more time depending on your starting level of computer proficiency. Establish a study schedule that works for you by setting aside

specific times to study when you are free of distractions and other commitments.

Computer Application Assignments Overview

The computer application assignments you will complete are described in the course Assignment section. All assignments must be submitted on-line. Your instructor will download your files, grade them, and post comments and grades on-line. You can access the comments and your grade through the on-line grade book. Your grades are confidential and can be accessed only by you. At the start of this course, students will submit assignments via email to the Instructor. The email to submit assignments is located at the top of this syllabus.

Assignments must be turned in on time. Check the assignments pages for due dates. Typically, I accept late assignments up to one class period after the original due date but for a 50% point penalty. Strive to meet the weekly deadlines and turn your work in on time to achieve maximum credit for your work. (Please note: I cannot accept any class work after the scheduled end date of the course.)

Mid Term and Final Term Examination Projects

These major graded items will assess original research you will do. These may involve a team element, depending on the preferences of the class, and be graded accordingly. Team work will result in individual grades being issued, regardless. There will not be team grades given. A presentation will accompany each major project, and a final term paper will be due at the Final Examination, in addition to a full presentation of your results. **Exhibiting critical thinking and the design of experiments will be assessed in each.**

Weekly Lab Work

4 large assignments will require your use of the MLK laboratory. A weekly assignment will be assigned for you to do, to cumulatively build up the work necessary to pass each major project.

Each project will require integrating Microsoft Access, Excel, Word, and reading academic research. One hour of weekly lab work will be required, and awarded a 3% contribution each hour.

Given the credit for lab time (54%), MLK lab assignments constitute the bulk of work in CSI 1-A. Web Advisor will provide the Instructor with data sufficient to award you lab credit, which will be calculated periodically. You can see your real-time lab score by checking Web Advisor, then multiplying your lab hours by 3 (3x). This is the score used by your RCC Faculty to calculate the lab portion of CIS 1-A.

Mid Term and Final

Your weekly assignments will accumulate into a larger research project. Expect that

each assignment will contribute toward a more complete mid term project. The same attitude applies toward the final project.

Neither mid term nor final will be a multiple choice or short answer test; both will require a significant research paper, resembling what you must turn in during latter college work.

Though this methodology may differ from other sections of CIS 1-A, this work will resemble academic writing expected of transfer students, and will significantly prepare you for national-grade instruction here at RCC. I recommend students to view research writing done for CIS 1-A as preparation for lifelong scholarship, and an encouragement to follow your studies to graduate study. We hold that strategies, standards, formats and requirements you learn in CIS 1-A will be those you will find throughout your degree work here and at UC and CSU levels.

What to Expect from the Instructor

Class time will emphasize hands-on technical skills. Homework will develop skills you see in class. Expect to write down instructions Stefan gives you, and visit github for assets, artifacts and example work.

Plagiarism is policed and discussed in CIS 1-A. Be sure you understand United States standards for academic honesty, and how to avoid plagiarism.

Class time will begin on time, and contain an attendance element. Please embrace our process and standards for attendance.

Class lectures are not repeated but Lab time may be used to visit with the Instructor. As your instructor for time to meet with him, and there may be times to visit outside of class. Since your faculty is Adjunct, there are not paid office hours for him, but there may be opportunities where schedules create time to meet.

Be sure to ask questions and approach your faculty while you are present, to make the best use of precious district resources.

E-mail Assistance

Students using email to ask questions will receive a near-immediate response during day time hours. Your emails are given a distinct priority. Please be sure to include your name in the body of the email, and include language in your subject that cannot be confused with spam, or non-academic email.

Emails that include three well-worded questions will be answered faster than those which contain emotional, 'venting', or other unhelpful descriptions of issues you experience. Also, emails are not to contain assignments, as they may be lost or unsent, not due to technical issues at the College.

Be sure to obey email etiquette you would use professionally, and not view email as a

means to produce communications you are not willing to have saved, or used in a permanent scholastic record.

Email is a privilege, and needs to be used effectively. Please understand that long or meandering emails may not receive a response. Discipline yourself to write effective emails so to obtain information from your instructor.

Digital Communications Outside Email

This term your Instructor will experiment with the online web utility, github.com. In this regard, an Issues forum accompanies posts by your Instructor, where your posts will reach your instructor. As we work through the details of this tool, we appreciate your patience, but will incorporate your feedback, as we create a community around our course content. This will contribute toward a more compelling course experience in the short term future.

Lab Usage

A required course component is completion of 18 hours of lab time. The objective of these lab hours is to provide students sufficient experience and practice with computer activities outside of lecture and homework assignments. A primary purpose of this time is to build skills working with the computer applications studied in this course. Completion of lab hours is required and you must attend weekly. For your convenience, you may attend the MLK 219 lab during hours published in the Schedule of Courses and posted at the lab room(s). It is expected that the hours of operation will be: Mon-Thur 8:00am - 8:00pm, Fri-Sun closed, subject to change. Your time is tracked when you log in. If the tracking software is offline you may manually log your hours on the Manual Log Sheet located with the Lab Instructor on duty.

Lab activities in this course include: Online training materials such as publisher's web site resources for TIA quiz preparation, MyItLab practice exams, Office application practice, etc. Lab instructors and student aides are on duty in the lab to help you. If you need to use the Computer Lab for more than 18 hours, you can see your instructor.

Student Standard of Conduct

Board Policy 3720 - Computer and Network Use in department classrooms and labs are governed by district policies located at: http://www.rccd.edu/administration/board/New%20Board%20Policies/3720BPAP.pdf and are **subject to Standards of Student Conduct** located in the **Student Handbook.** Violations of these policies are subject to **Disciplinary Actions** as outlined in Section VI of the Student Handbook located at: http://www.rcc.edu/services/counseling/files/StudentHandbook.pdf Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted works, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.

2. Use or obtain unauthorized assistance in any academic work.

3. Give unauthorized assistance to other students.

4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.

5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation or consult the RCC Student Handbook for the College Policy on Academic Honesty.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

Statement on Accommodations

If you have a physical, psychiatric/emotional, medical, or other learning challenges that may impact your ability to carry out assigned work in this fully online course, please contact:

Disabled Student Programs & Services [DSP&S] — City Campus Administration Bldg. Room 121

Telephone numbers:
- Riverside City Campus — (951) 222-8060
- Norco Campus — (951) 372-7070
- Moreno Valley — (951) 485-6138
- TDD — (951) 222-8063

DSP&S will review your concerns and determine with you what accommodations may be necessary and appropriate. All information and documentation is kept confidential.

Tutorial Services

Free tutoring is available for most RCC courses. If you require additional help, Tutorial Services is located in the lower level of the Library on the Riverside campus or phone 222-8170 for an appointment. On the Norco campus, tutorial services is located on the second floor of Student Services or contact Maria Elena Diaz at 372-7143.

NET-iquette

Like being in a face-to-face class, students in an on-line class must be able to discuss and debate divergent views without ridicule or personal attack. An important part of learning is

considering the broad range of views possible on any one subject. You will be engaging in on-line discussions on topics that may yield a diversity of opinion. Any behavior that is considered offensive in a classroom setting will be considered offensive on-line. This includes, but is not limited to the use of profanity, racial, sexual, or religious epithets, harassing or disrespecting another person on-line. Remember, all discussions are monitored daily.

Required Lab Hours – Web Enhanced & Hybrid Courses

A required course component is completion of 18 hours of lab time. The objective of these lab hours is to provide students sufficient experience and practice with computer activities outside of lecture and homework assignments. A primary purpose of this time is to build skills working with the computer applications studied in this course.

Completion of lab hours is required and you **must** attend weekly for at least 1 hour 15 minutes per week in a regular, 16 week term. Short-term classes will be required to complete more time per week due to the compressed class time. You cannot “make up” missed time. For your convenience, you may attend the MLK 219 lab during hours published in the Schedule of Courses and posted at the lab. An instructor schedule is publically available in the labs so you may work with instructors providing assistance with specific CAT, CIS, or CSC topics and questions.

Your lab time, which was scheduled in WebAdvisor when you registered, is tracked when you log in at the computer (or log in terminal). If the tracking software is offline you must manually log your hours on the Manual Log Sheet located with the Lab Instructor on duty. Lab activities in this course include:

- Prescribed exercises from your textbook, assigned to supplement lectures
- Homework, to be done after lab exercises are complete
- Meeting with Stefan (Wednesdays, 9:30 – 11:30am)

Required Lab Hours – Online Courses

A required course component is completion of 18 hours of lab time. The objective of these lab hours is to provide students sufficient experience and practice with computer activities outside general online lecture/course content and homework assignments. A primary purpose of this time is to build skills working with the computer applications studied in this course.

Though this course is offered in an online format, completion is required and you must do so weekly. For your convenience, you may attend the MLK 219 lab during hours published in the Schedule of Courses and posted at the lab room(s). In addition, your hours may be completed online in one of the following ways:

1. weekly assessments, delivered online (TBD)

When completed in the computer lab your time is tracked when you log in at the computer or log in terminal. If the tracking software is offline you must manually log your hours on the Manual Log Sheet located with the Lab Instructor on duty. Lab activities in this course include:

- Lab activities – instructors list pages, Textbook exercises

Classroom/Lab Policies

Board Policy 3720 - Computer and Network Use in department classrooms and labs are governed by district policies located at: http://www.rccd.edu/administration/board/New%20Board%20Policies/3720BPAP.pdf

and are **subject to Standards of Student Conduct** located in the **Student Handbook.** Violations of these policies are subject to **Disciplinary Actions** as outlined in Section VI of the Student Handbook located at: http://www.rcc.edu/services/counseling/files/StudentHandbook.pdf

STUDENT LEARNING OUTCOMES

Upon successful completion of the course, students should be able to:

Identify the fundamental computer concepts and terminology used for input, processing, output, and storage;

Information Skills - Demonstrate computer literacy

Identify the key features of a variety of software such as operating systems, word processors, spreadsheets, databases, communications and graphics;

Information Skills - Locate, evaluate and use information effectively

Apply the principles of and solve problems with word processing, spreadsheet, database, communications and file management programs;

Critical Thinking - Analyze and solve complex problems across a range of academic and everyday contexts

Information Skills - Locate, evaluate and use information effectively

Critical Thinking - Integrate knowledge across a range of contexts

Create electronic presentations with presentation graphics;

Application of Knowledge - Maintain and transfer academic and technical skills to workplace

Communication Skills - Write with precision and clarity to express complex thought

Demonstrate the principles of Internet research;

Critical Thinking - Recognize and assess evidence from a variety of sources

Critical Thinking - Integrate knowledge across a range of contexts

Information Skills - Demonstrate computer literacy

Understand the principles of computer security, ethics and privacy;

Information Skills - Demonstrate computer literacy

Global Awareness - Demonstrate appreciation for civic responsibility and ethical behavior

Information Skills - Locate, evaluate and use information effectively