Instructor: Mrs. Spencer  
Office: 320-06  
Office Phone: (714) 992-7208  
Office Hours: See my web page for current schedule of Office Hours  
Email: nspencer@fullcoll.edu  
Website: http://staffwww.fullcoll.edu/nspencer  
Instructor Lab Hours: See my web page for current schedule of Instructor Lab Hours

Course Dates: August 24, 2015 through December 12, 2015

Class Meetings: Lecture: Monday & Wednesday 12:45pm - 02:50pm Room 510

Text: ISBN: 9781323035481 for the CIS 111 bundle. It will include the following:  
You need the **PC version** of MICROSOFT OFFICE 2013 for this class.

Fall 2015 Package Components:

- MyItLab access code  
- Tech in Action 12th edition Complete  
- GO! Excel 2013 Intro  
- GO! Access 2013 Intro  
- GO! Word 2013 Brief  
- MS 180 day trial (Office 365)

Materials: You need the **PC version** of MICROSOFT OFFICE 2013 for this class.  
FC student id  
Two Scantron 882 answer sheets for mid-term and the final  
Flash Drive for backup of work  
Earbuds recommended

***SUBJECT TO CHANGE***

**Steps to take to get started in the class:**

1. Enroll in the Class by following the instructions located at http://www.pearsonmylabandmastering.com/northamerica/students/get-registered/index.html When enrolling, if there is an option make sure to include your student number in the STUDENT ID field. Also include an external email if you want your MyItLab messages to be forwarded. Other information you will need for this process are 1) the code included with your book, 2) the zip code of Fullerton College – 92832 and 3) the Course ID **spencer21143**  
If you enroll in the MyItLab class before the class begins date, you cannot expect any course material to be finalized or ready for use. You must check the class content and the syllabus the day class begins for up-to-date content. Carefully Read this Syllabus which can be found in MyItLab. You are responsible to know its contents.
If you have not enrolled in the MyITLab course by and received a perfect score on the Course Syllabus quiz (located under the Course Materials tab, Quizzes) by 10:00 pm on 09/04/15 you may be dropped.

2. Once you are in the class, go to the Course Home tab, Click on Getting Started tab and click on “Tune up your browser”. If you have issues running the wizard, you need to get in touch with the MyitLab support staff at [http://www.pearsonmylabandmastering.com/northamerica/students/support/index.html](http://www.pearsonmylabandmastering.com/northamerica/students/support/index.html)

3. Explore the Web site. There are five main tabs for this class on the left.
   1. Course Home – Announcements and Notifications
   2. Assignment Calendar
   3. Course Materials – Course Content here
   4. Grades – this grade book allows you to view your scores and submissions.
   5. Communication Tools – Mail and Discussion area

**Class Web Site:** The web site for this class is at [http://pearsonmylab.com](http://pearsonmylab.com). All course material will be located on this web site. Make sure you check the Website on a regular basis; new material may be daily.

<table>
<thead>
<tr>
<th>Course Description:</th>
<th>Four hours lecture per week. This course covers introductory computer information systems concepts including computer organization, operating systems, networking concepts, programming techniques, computer security and ethics, spreadsheet, database design and word processing.</th>
</tr>
</thead>
</table>
| Student Learning Outcomes: | Upon successful completion of CIS 111 F, Introduction to Information Systems, the student will be able to:  
   1. Identify basic computer concepts, terms and functions.  
   2. Create a spreadsheet that includes requested data, basic formulas and graphs.  
   3. Create a simple database using one of the modern DMS programs.  
   4. Create a simple word processing document with proper formatting. |
| Late Assignments: | Late Assignments and projects may be accepted at a 10% penalty per day they are late. It is the responsibility of all students to complete and submit all assignments as scheduled. |
| Attendance: | To understand the material in this course attendance in the lecture is necessary. |
| Grading criteria: | The final course grade is based on a cumulative number of points earned for homework assignments, quizzes, application problems, lab assignments, midterm and Final exam and participation (which includes class work).  
  **Participation means:**  
  * logging on and reading all announcements, lecture materials, assignments, and emails etc. a MINIMUM OF ONCE PER WEEK  
  * read and reply to discussion group postings  
  * students maintain contact with each other and with the instructor  
  * students contribute to the class community  
  * reply to the posts of other students  
  **There will be at least but not limited to** (1) Introduction assignment, (3) Tech In Action Assignments, (4) Excel Assignments, (3) Access Assignments, (1) Word Assignment, |
Program, Lab Assignments, (10) quizzes, a Mid-term after Excel, class work and a Comprehensive Final.

**A maximum of 10 extra credit points** will be given for current event stories (5 @ 2 points each), pertaining to computers, networks, Internet etc. Post your current event news article in MyItLab under Discussions "Current Events". You can find instructions on what should be included there as well.

The following percentage of possible points will determine the final grade:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

**Other Information:**

If you do not have access to a **PC version Office 2013** you can:

1. Purchase Office 2013 from CollegeBuys and get a copy of Office for $40
2. Use the 180 day limited Office 365 which is included in your textbook bundle from the bookstore.
3. Use a Virtual Machine to do your homework.

**Dropping the Class:** While a teacher may officially withdraw a student who has poor attendance, **it is the student's responsibility to withdraw** if the student decides not to, or is unable to continue in the class.... Failure to do so may result in the student receiving a failing grade. (See College Catalog – Academic Regulations section)

No makeup quiz or exam without prior approval.

Save all of your corrected homework assignments until you receive a final grade for this course.

**All assignments and grading are subject to change**

A copy of my "Syllabus", "Tentative Assignment Schedule", along with "Assignments" and/or "Homework", may be obtained from site: **staffwww.fullcoll.edu/nspencer**
Emergency Response and Special Accommodations/ADA Policy

Emergency Response: Please take note of the safety features in and close to your classroom, as well as study the posted evacuation route. The most direct route of egress may not be the safest because of the existence of roofing tiles or other potentially hazardous conditions. Similarly, running out of the building can also be dangerous during severe earthquakes. During strong quakes the recommended response is to duck—cover—and hold until the shaking stops. Follow the guidance of your instructor. You are asked to go to the designated assembly area. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

Special Accommodations: Fullerton College is committed to providing reasonable accommodations for students with disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided (to the Disability Support Service Office). The Disability Support Services office functions as a resource for students and faculty in the determination and provisions of educational accommodations.

Academic Resources on Campus

Skills Center and Writing Center – Location: Library.
The skills center has staff and materials available to assist you with improving your writing, reading, thinking, vocabulary, keyboarding, study skills, and more. No appointment is necessary and it is free.

Tutoring Center – Location: Library.
Free tutoring by appointment. Walk-in tutoring for math, accounting, physics, and chemistry. For information call 992-7483 or see the website: tutoringcenter.fullcoll.edu.

or call 992-7151 (Tutoring Center), 992-7153 (Writing Center), or 992-7144 (Skills Center).
Academic Honesty Policy

Students are expected to abide by ethical standards in preparing and presenting material that demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as:
   A. stealing or passing off as one’s own the ideas or words of another,
   B. using a creative production without crediting the source.

   The following cases constitute plagiarism:
   • paraphrasing published material without acknowledging the source,
   • making significant use of an idea or a particular arrangement of ideas, e.g. outlines,
   • writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment,
   • submitting under one’s own name term papers or other reports which have been prepared by others,

2. Students shall not cheat, which is defined as:
   A. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the teacher.
   B. misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Teachers may deal with academic dishonesty in one or more of the following ways:
1. Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty; assign an “F” on all or part of a particular paper, project, or exam (for example where it was felt that it was a one-time occurrence); or assign an “F” in the course (as in cases where the dishonesty was serious, premeditated, or part of an ongoing scheme).

2. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.
Instructional Computing Lab Policy

Fullerton College reserves the right to limit, restrict or extend computing privileges and access to its information resources. All campus-computing facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Fullerton College. Failure to adhere to the Acceptable Use Policy may result in suspension or revocation of the offender's privilege of access. The person in whose name the account is issued is responsible for its proper use. Acceptable uses of the computing resources are activities that support learning and teaching at Fullerton College. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. All data may be viewed by the system administrator in the course of managing the system.

Unacceptable uses of the computer resources include but are not limited to:

1. Violating individuals' right to privacy.
2. Using profanity, obscenity, or language offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying copyright protected material in violation of copyright law.
5. Playing games.
6. Using the network for financial gain, commercial, or illegal activity.
7. Using the network to access material or make individual contacts or communications that are without educational value in the context of the mission of the college.

The network management accepts no responsibility for harm caused by system use. Logging in acknowledges that you have read this policy, are familiar with its contents, and agree to act in accordance with the above.
# Tentative Assignment Schedule – Fall 2015

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Read</th>
<th>Available</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/24</td>
<td>Syllabus/Questions Read TIA Ch 1 Read Excel Ch 1</td>
<td>Introduction assignment available Course Syllabus Quiz available</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8/31</td>
<td>Read TIA Ch 2 Read TIA Ch 4 Read Excel Ch 2</td>
<td>Quiz Ch 2 available Excel assignments 1 and 2 available</td>
<td>Intro due 9/04 Course Syllabus Quiz Due by 9/04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday, September 7</td>
<td>Last day to add classes Last day to drop classes without a &quot;W&quot; and qualify for refunds</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9/07</td>
<td>Holiday Read TIA Ch 4 Read TIA Ch 5 Read Excel Ch 2</td>
<td>Quiz Ch 4 available</td>
<td>Quiz Ch 2 due</td>
</tr>
<tr>
<td>4</td>
<td>9/14</td>
<td>Read TIA Ch 5 Read Excel Ch 3 Read TIA Ch 6</td>
<td>Quiz Ch 5 available Excel assignments 3 and 4 available</td>
<td>Quiz Ch 4 due</td>
</tr>
<tr>
<td>5</td>
<td>9/21</td>
<td>Read TIA Ch 6 Read Excel Ch 3</td>
<td>TIA Ch 6 Assignment available Quiz Ch 6 available</td>
<td>Quiz Ch 5 due</td>
</tr>
<tr>
<td>6</td>
<td>9/28</td>
<td>Read Excel Ch 4 Read Excel Extra Topics</td>
<td></td>
<td>Excel assignments 1 and 2 due TIA Ch 6 Assignment due Quiz Ch 6 due</td>
</tr>
<tr>
<td>7</td>
<td>10/05</td>
<td>Read Excel Extra Topics Review for midterm</td>
<td>Quiz Excel available</td>
<td>Excel assignments 3 and 4 due</td>
</tr>
<tr>
<td>8</td>
<td>10/12</td>
<td>MIDTERM (Ch 1, 2, 4, 5, 6 &amp; Excel)TBA Read TIA Ch 9 Read Access Ch 1</td>
<td></td>
<td>Quiz Excel due</td>
</tr>
<tr>
<td>9</td>
<td>10/19</td>
<td>Read TIA Ch 9 Read Access Ch 1</td>
<td>Quiz Ch 9 available Access assignments 1 and 2 available</td>
<td>First Half SoundByte Quizzes Due</td>
</tr>
<tr>
<td>10</td>
<td>10/26</td>
<td>Read TIA Ch 9 Read Access Ch 2 Read TIA Ch 3 Read TIA Ch 13</td>
<td>TIA Ch 3/13 Assignment available</td>
<td>Quiz Ch 9 due</td>
</tr>
<tr>
<td>11</td>
<td>11/02</td>
<td>Read Access Ch 2 Read TIA Ch 3 Read TIA Ch 13</td>
<td>Quiz Ch 3/13 available Access assignment 4 available</td>
<td>TIA Ch 3/13 Assignment due</td>
</tr>
<tr>
<td>12</td>
<td>11/09</td>
<td>Read TIA Ch 7 Read TIA Ch 12 Read Access Ch 4</td>
<td>TIA Ch 7/12 Assignment available Quiz Access available</td>
<td>Access assignments 1 and 2 due Quiz Ch 3/13 due</td>
</tr>
<tr>
<td></td>
<td>11/11</td>
<td>Holiday</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Sunday, November 15 Last day to withdraw from classes</td>
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<tr>
<td>13</td>
<td>11/16</td>
<td>Read TIA Ch 7 Read TIA Ch 12 Read Access Ch 4</td>
<td>Quiz Ch 7/12 available</td>
<td>Quiz Access due</td>
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<tr>
<td>Date</td>
<td>Task</td>
<td>Description</td>
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<tr>
<td>14</td>
<td>11/23</td>
<td>Read TIA Ch 10 Program Lecture Read Word Ch 1 Quiz Ch 10 available Program Available Word assignment 1 available Access assignment 4 due TIA Ch 7/12 Assignment due Quiz Ch 7/12 due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>11/30</td>
<td>Programming Final Review Current Event Posting Close Second Half SoundByte Quizzes Due Word assignment 1 due Program due Quiz Ch 10 due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>12-7 through 12-12 Final Exam</td>
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