**Fullerton College**  
**Business/CIS Division**  
**CRN 23525 - CIS 111 Introduction to Information Systems – 4 Units**  
**Course Syllabus Spring 2016**

| 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](http://staffwww.fullcoll.edu/nspencer)  
|            | Instructor Lab Hours: See my web page for current schedule of Instructor Lab Hours |

| Course Dates: | February 1, 2016 through May 28, 2016 |

| Class Meetings: | Lecture: Tuesday & Thursday 12:45pm - 02:50pm Room 510 |

| Text: | ISBN: 9781323259351 for the CIS 111 bundle. It will include the following:  
You need the **PC version** of MICROSOFT OFFICE 2013 for this class.  
Spring 2016 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 |

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

1. Enroll in the Class by following the instructions located at [Student Registration Handout for spencer60858](#) 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 **spencer60858**  
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 with permanent account access (not temporary access) and received a perfect score on the Course Syllabus quiz (located under the Course Materials tab, Quizzes folder) by 10:00 pm on 02/12/2016 you will be dropped.
2. Once you are in the class, 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. Notifications – 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 – E-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: | 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. **Some type of weekly participation question(s) or activity will be available for a short period of time.** |
| Grading criteria: | The final course grade is based on a cumulative number of points earned for homework assignments @ 10 points each, quizzes @ 10 points each, application problems @ 10 points each, lab assignments @ ½ point each question, midterm @ 200 points and Final exam @ 200 points and participation (which includes class work) points @ range of points. **Participation consists of:**

* logging on and reading all announcements, lecture materials, assignments, and emails etc. a **MINIMUM OF ONCE PER WEEK**

* Some type of weekly participation question(s) or activity will be available for a short period of time

* 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 may be at minimum but not limited to** (1) Introduction assignment, (3) Tech In Action Homework Assignments, (4) Excel Assignments, (3) Access Assignments, (1) Word
Assignment, Program, Sound Byte Lab Assignments, (10) quizzes, a Mid-term after Excel, class work (participation points) 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:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- Below 60 = F

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:** A student may be withdrawn by the instructor if no longer participating in the course. Definitions of non-participation shall include, but are not limited to, excessive unexcused absences. While an instructor officially may withdraw a student who has poor attendance, it is the student’s responsibility to withdraw from the course. All student withdrawals are to be completed through MyGateway. The last day to drop without a “W” and qualify for a refund is **Monday, February 15th**. The last day to withdraw is **Sunday, May 1st**. Failure to do so may result in the student receiving a failing grade.

**Fullerton College Important Dates and Deadlines**

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**

*Students enrolled in Distance Education courses at Fullerton College are expected to conform to the established Standards of Student Conduct and Discipline Policy the same as all other students who are enrolled at the College. As cited in BP5500, “A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student.” You are in violation of the Standards of Student Conduct and Discipline Policy any time you allow someone else to login and/or complete your coursework on your behalf.*

**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.

Fullerton College Campus Safety

Special Accommodations: Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request by the student and upon verification of a disability. Students with disabilities requiring special treatment must inform the instructor at the beginning of the semester. If you need additional time to complete a test or if you require special accommodations, you must notify the instructor in a timely manner. Otherwise, you will be expected to adhere to the information included in this syllabus.

Fullerton College Disability Support Services

Academic Resources on Campus

The Skills Center's mission is to assist students in improving their academic skills through self-paced work with computer programs, print, audio, video, and Internet-based materials. The Skills Center:
- supports reading, ESL, and foreign language courses
- provides self-paced learning materials for all students
- helps students improve learning strategies, critical thinking, writing, etc.
- administers make-up exams for all Fullerton College courses

Fullerton College Skills Center

The Writing Center’s mission is to promote students’ success and independence as writers in College and beyond. They strive to provide an environment that is conducive to writing and learning and to serve as a model for peer interaction. They help writers make their own choices about a text rather than “fixing” papers for them. They don’t write on students’ papers; they counsel students about the choices they have as writers.

Fullerton College Writing Center

The Tutoring Center’s mission is to assist students in successfully completing their courses and improving their learning skills. This endeavor is accomplished through peer and expert tutoring. Tutors share their knowledge of the subjects with students, explaining difficult concepts, steps and methods, giving examples and being a sounding board to illuminate problems. Tutors impart encouragement, inspiration, motivation and confidence to students enabling them to keep a positive attitude and succeed in their courses. The Center's goal is for students to become independent learners with an interest in lifelong learning.

Fullerton College Tutoring Center
Academic Honesty Policy

Students are expected to abide by ethical standards in preparing and presenting material which 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, or
   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, or
- 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, or
   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.

Instructors may deal with academic dishonesty in one or more of the following ways:
1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign an “F” on all or part of a particular paper, project, or exam.
3. 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.

Fullerton College Policies and Rules
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.

Fullerton College Instructional Computing Lab Policies
Fullerton College Computer Labs
Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, were revised on October 23, 2007, and were drawn in compliance with Sections 66300, 66301, 76030, 76033, 76034 and 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national law(s). Student conduct must conform to Board Policy and College regulations and procedures. As cited in BP5500, “A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student.” Misconduct, which constitutes “good cause” for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.
2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.
5. Misrepresentation of oneself or of an organization to be an agent of the District.
6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the College community, whether on or off District property as defined above.
7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.
8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.
9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.
10. Causing or attempting to cause damage to District property, or to private property on North Orange County Community College District.
11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.
12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, College President, School of Continuing Education Provost, or authorized designee.
14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.
15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.
16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.
18. Committing sexual harassment as defined by law or by District policies and procedures.
19. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student’s academic performance, or District employee’s work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.
23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.
25. Use of the District’s computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedure 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a College or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to College, School of Continuing Education or District activity or attendance. Any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures by which all students are informed of the rules and regulations governing student behavior.

NOCCCD Board Policy 5500
## Tentative Assignment Schedule – Spring 2016

<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>2/01</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>2/08</td>
<td>Read TIA Ch 2 Read TIA Ch 4 Read Excel Ch 1</td>
<td>Quiz Ch 2 available Excel assignments 1 and 2 available</td>
<td>Intro due 2/12 Course Syllabus Quiz Due by 2/12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monday, February 15th Last day to add classes Last day to drop classes without a &quot;W&quot; and qualify for refunds</td>
<td></td>
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<tr>
<td>3</td>
<td>2/15</td>
<td>Holiday Read TIA Ch 4 Read Excel Ch 2</td>
<td>Quiz Ch 4 available</td>
<td>Quiz Ch 2 due</td>
</tr>
<tr>
<td>4</td>
<td>2/22</td>
<td>Read TIA Ch 5 Read Excel Ch 2</td>
<td>Quiz Ch 5 available</td>
<td>Quiz Ch 4 due</td>
</tr>
<tr>
<td>5</td>
<td>2/29</td>
<td>Read TIA Ch 6 Read Excel Ch 3</td>
<td>TIA Ch 6 Assignment available Excel assignments 3 and 4 available Quiz Ch 6 available</td>
<td>Quiz Ch 5 due</td>
</tr>
<tr>
<td>6</td>
<td>3/07</td>
<td>Read TIA Ch 6 Read Excel Ch 4</td>
<td>Excel assignments 1 and 2 due TIA Ch 6 Assignment due Quiz Ch 6 due</td>
<td></td>
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<tr>
<td>7</td>
<td>3/14</td>
<td>Read Excel Extra Topics Review for midterm</td>
<td>Quiz Excel available</td>
<td>Excel assignments 3 and 4 due</td>
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<tr>
<td></td>
<td>3/21</td>
<td>Spring Break</td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>3/28</td>
<td>MIDTERM (Ch 1, 2, 4, 5, 6 &amp; Excel)TBA Read TIA Ch 9 Read Access Ch 1</td>
<td>Quiz Excel due</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>4/04</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>4/11</td>
<td>Read TIA Ch 3 Read TIA Ch 13 Read Access Ch 2</td>
<td>TIA Ch 3/13Assignment available</td>
<td>Quiz Ch 9 due</td>
</tr>
<tr>
<td>11</td>
<td>4/18</td>
<td>Read TIA Ch 3 Read TIA Ch 13 Read Access Ch 2 Read Access Ch 4</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>4/25</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>
</tbody>
</table>

Sunday, May 1st Last day to withdraw from classes
<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Activities</th>
<th>Due Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>5/02</td>
<td>Read TIA Ch 7 Read TIA Ch 12 Read Access Ch 4 Read Word Ch 1</td>
<td>Quiz Ch 7/12 available Word assignment 1 available</td>
<td>Quiz Access due</td>
</tr>
<tr>
<td>14</td>
<td>5/09</td>
<td>Read TIA Ch 10 Program Lecture Read Word Ch 1</td>
<td>Quiz Ch 10 &amp; Word available Program Available</td>
<td>Access assignment 4 due TIA Ch 7/12 Assignment due Quiz Ch 7/12 due</td>
</tr>
<tr>
<td>15</td>
<td>5/16</td>
<td>Programming Final Review</td>
<td>Current Event Posting Close Second Half SoundByte Quizzes Due Word assignment 1 due Program due</td>
<td>Quiz Ch 10 due</td>
</tr>
<tr>
<td>16</td>
<td>05/24 and 5/26 Final Exam</td>
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