## Fullerton College

**CRN 11599 - CIS 111 Introduction to Information Systems**  
**Course Syllabus Fall 2014**

| 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: | August 25, 2014 through December 13, 2014 |

| Class Meetings: | Lecture: Monday & Wednesday 7:15 am – 9:20 am Room 510 |

| Text: | ISBN-9781269904162 for the CIS 111 bundle. It will include the following:  
|       | You need the **PC version** of MICROSOFT OFFICE 2013 for this class.  
|       | Fall 2014 Package Components:  
|       | - MyItLab access code  
|       | - Tech in Action 11th 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 |

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### ***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](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 `spencer32423`  
   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 09/05/14 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

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. 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>
<tbody>
<tr>
<td>Student Learning Outcomes:</td>
<td>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.</td>
</tr>
<tr>
<td>Late Assignments:</td>
<td>Late Assignments will not be accepted. It is the responsibility of all students to complete and submit all assignments as scheduled.</td>
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<tr>
<td>Attendance:</td>
<td>To understand the material in this course attendance in the lecture is necessary.</td>
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<tr>
<td>Grading criteria:</td>
<td>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). <strong>Participation means:</strong>  * logging on and reading <strong>all</strong> announcements, lecture materials, assignments, and emails etc. <strong>a MINIMUM OF ONCE PER WEEK</strong>  * 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</td>
</tr>
</tbody>
</table>
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:
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.

It is the student’s responsibility to withdraw if you are not going to complete the course. If you do not withdraw, you will receive an “F”. 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/npencer

Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request of the student (in a timely fashion) and upon verification of disability. 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.

Academic Support: Tutoring Center, Writing Center, Skills Center

Assistance available in writing, math, study skills, ESL, and most other subjects.

Hours: Open M-F days, M-Th evenings, and Saturdays. (Reduced hours in summer.)

Location: 800 Building Library-Learning Resource Center

For information: See our website: academicsupport.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 which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on 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 paper or other reports which have been prepared by others

2. Students shall not cheat, which is defined as:
   A. using notes, aids, or help of others students on test or exams in way 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 of 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 the cases where there is reasonable doubt that the student knew that the action violated the standards of honesty, assigning 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 administrator, 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.

Instructor’s note: Unless otherwise noted all projects are individual projects. This means that you may not turn in the same assignment as another student because “We worked together”. If assignments are too similar, appropriate action will be taken. If a project is specifically designated as a group project students are expected to hand in the same work.
## Tentative Assignment Schedule – Fall 2014

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Read</th>
<th>Available</th>
<th>Due</th>
</tr>
</thead>
</table>
| 1    | 8/25    | Syllabus/Questions  
Read TIA Ch 1  
Read Excel Ch 1 | Introduction assignment available  
Course Syllabus Quiz available |                              |
| 2    | 9/01    | Holiday  
Read TIA Ch 2  
Read TIA Ch 4  
Read Excel Ch 2 | Quiz Ch 2 available  
Excel assignments 1 and 2 available | Intro due  
Course Syllabus Quiz Due |

### Sunday, September 7

**Last day to add classes**  
**Last day to drop classes without a "W" and qualify for refunds**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Read</th>
<th>Available</th>
<th>Due</th>
</tr>
</thead>
</table>
| 3    | 9/08    | Read TIA Ch 4  
Read TIA Ch 5  
Read Excel Ch 2 | Quiz Ch 4 available | Quiz Ch 2 due |
| 4    | 9/15    | Read TIA Ch 5  
Read Excel Ch 3  
Read TIA Ch 6 | Quiz Ch 5 available  
Excel assignments 3 and 4 available | Quiz Ch 4 due |
| 5    | 9/22    | Read TIA Ch 6  
Read Excel Ch 3 | TIA Ch 6Assignment available  
Quiz Ch 6 available | Quiz Ch 5 due |
| 6    | 9/29    | Read Excel Ch 4  
Read Excel Extra Topics | Excel assignments 1 and 2 due  
TIA Ch 6 Assignment due  
Quiz Ch 6 due |                              |
| 7    | 10/06   | Read Excel Extra Topics  
Review for midterm | Quiz Excel available | Excel assignments 3 and 4 due |
| 8    | 10/13   | MIDTERM (Ch 1, 2, 4, 5, 6 & Excel)TBA  
Read TIA Ch 9  
Read Access Ch 1 | Quiz Ch 9 available  
Access assignments 1 and 2 available | Quiz Excel due |
| 9    | 10/20   | Read TIA Ch 9  
Read Access Ch 1 | TIA Ch 3/13Assignment available | First Half SoundByte Quizzes Due |
| 10   | 10/27   | Read TIA Ch 9  
Read Access Ch 2  
Read TIA Ch 3  
Read TIA Ch 13 | Quiz Ch 3/13 available  
Access assignment 4 available | Quiz Ch 9 due |
| 11   | 11/03   | Read Access Ch 2  
Read TIA Ch 3  
Read TIA Ch 13 | Quiz Ch 3/13 Assignment due | TIA Ch 3/13 Assignment due |
| 12   | 11/10   | Holiday  
Read TIA Ch 7  
Read TIA Ch 12  
Read Access Ch 4 | TIA Ch 7/12 Assignment available  
Quiz Access available | Access assignments 1 and 2 due  
Quiz Ch 3/13 due |

### Sunday, November 16

**Last day to withdraw from classes**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Read</th>
<th>Available</th>
<th>Due</th>
</tr>
</thead>
</table>
| 13   | 11/17   | Read TIA Ch 10  
Small Basic Lecture  
VBA Lecture | Quiz Ch 7/12 available  
Program Available | Access assignment 4 due  
TIA Ch 7/12 Assignment due  
Quiz Access due |
<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Event 1</th>
<th>Event 2</th>
<th>Event 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>11/24</td>
<td>VBA Lecture</td>
<td>Quiz Ch 10 available</td>
<td>Quiz Ch 7/12 due</td>
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<td></td>
<td></td>
<td>Small Basic Lecture</td>
<td>Word assignment 1 available</td>
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<td></td>
<td></td>
<td>Read Word Ch 1</td>
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<td>15</td>
<td>12/01</td>
<td>Programming</td>
<td>Close</td>
<td>Current Event Posting</td>
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<td>Final Review</td>
<td>Second Half SoundByte</td>
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<td>Quizzes Due</td>
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<td>Word assignment 1 due</td>
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<td>Program due</td>
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<td>Quiz Ch 10 due</td>
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<td>16</td>
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<td>Final Exam 12/10</td>
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