



Business and Computer Information Systems Division

Syllabus for CIS 111—Introduction to Information Systems Fall Semester, 2020

CRN:	15325
Units:	4
Instructor:	Professor Troop, B.A., M.A. Certified Microsoft Office Specialist
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Office Hours:	The professor will monitor her email during the following days and hours: Monday through Thursday, from 7 p.m. to 8 p.m.; Friday from 7 p.m. to 8:30 p.m.
Textbook:	<u>MyLab IT for Office 2019: GO! Series + Technology in Action, 16e</u> by Alan Evans and Kendall Martin and Shelley Gaskin, Alicia Vargas, Debra Geoghan and Nancy Graviett (see next page for details on text) The bookstore has electronic copies of this book or you can purchase an access code online when you first log into an assignment through Canvas. You will be working in the electronic version for this class.
Prerequisite:	Introduction to computers and a general knowledge of the Microsoft Windows operating system
Materials Needed:	A windows-based computer, access to the Internet, and the textbook Do not attempt to take this course on a phone or a Mac.
Course Description:	See college catalog.
Course Objectives:	See college catalog.

Getting Set with Your Textbook Publisher Materials

Since your textbook will be in electronic form and you will be submitting your work electronically, you will need to get an access code to Technology in Action with Go Comprehensive in order to take this class. It can be purchased at the bookstore or directly from the textbook publisher online.

A Video on how to use MindTap is available on your professor's Canvas webpage.

Student Learning Outcomes Statement

Outcome: Identify basic computer concepts, terms and functions.

Outcome: Create a spreadsheet that includes requested data, basic formulas and graphs.

Outcome: Create a simple database using one of the modern DMS programs..

*The above outcomes certainly do not include **all** that you will learn this semester.*

Assignments, Attendance and Make-Ups

Late Assignments - It is assumed that serious students will attend class and submit assignments regularly and those who are not serious won't.

Assignments are to be submitted on the due dates shown in this syllabus. Late assignments receive reduced credit. Therefore, it is in your best interest to start assignments early so that you can get help if needed well before the due date. The old high school strategy of seeing how late one can start and still finish before the deadline does not serve students very well here. If you know that you will be hard pressed to have time to do assignments at a particular time during the semester, submit your homework early. Help is available in the tutoring center.

Attendance - A student who misses a total of two weeks of assignments, consecutive or not, **may** be dropped and not reinstated. This impacts the student's financial aid.

Student Responsibility to Drop Classes (from our Class Schedule)

"If you decide not to participate in classes for which you have registered, it is your responsibility to officially drop within published deadlines. If fees have not been paid, students who drop classes after the refund deadline will incur a financial obligation to the college and an administrative hold will be placed on their student records until fees are paid."

The Danger in Giving another Student your Homework Files

Please be aware that turning in another student's assignments as your own is not only unfair to the rest of the students in this class, but is **plagiarism**. Additionally, if you give another student a copy of your homework assignments or tell another student what is on a test, that student may end up with more points than you or may accumulate the most points in the class. That may cause your grade to go down.

How Grades are Calculated

Grades are based on assignments for the Technology in Action textbook and on the Go Excel, Go Word, and Go Access textbooks. Final grades will be calculated on the number of correct points in each area. The weighting of the final grade is based on:

Technology in Action Assignments = 50% of final grade

Go Excel Assignments = 30% of final grade

Go Word Assignments = 10% of final grade

Go Access Assignments = 10% of final grade

Total points possible for each area will be adjusted based on the above percentages. Final letter grades will be based on:

90-100% = A

80-90% = B

70-80% = C

60-70% = D

0-60% = F

Emergency Response Statement

The college emergency response statement addresses our actions in case of an earthquake.

Please take note of the safety features and study the posted evacuation route either in the hall or in the room. The most direct route to the grass may not be the safest because of the existence of roofing tiles or other potentially hazardous things. During strong quakes the recommended response is to duck, cover, and hold until 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.

Student Conduct Statement

Students have an obligation to become familiar with the college's policies, rules, and regulations and to conduct themselves in a reasonable, respectful, manner conducive to attaining their educational goals. The students should refer to the college catalog under the heading student conduct for additional information.

ADA Statement

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.

If you do not have access to a computer, you may use the lab that is available to students in this class. It will be closed in observance of holidays when the school is closed. Computers are also available in the library.

Network Accounts and Passwords

You must have a computer account and password. The computer account is your student ID number. The password is the password you received on MyGateway when you registered. *Write your account number and password.* The account is free. You may also use a free e-mail account through the school.

Lab Hours Fall, 2020* Room 511

**The labs on campus will be closed for the semester due to the pandemic. Students can use the labs remotely from <https://fclabs.fullcoll.edu> (see handout on Canvas page)*

Instructions for completing MyITLab Assignments

The instructions for signing up with MyITLab are posted on the class Canvas web page. Information on using general MyITLab is at

<https://www.pearsonmylabandmastering.com/northamerica/myitlab/students/features/index.html>

Additional instructions are posted on the Canvas page.

CIS 111 – Introduction to Information Systems
Schedule of Assignments
Fall Semester, 2020

Week 1, Starting Monday, October 12

Assignments Go online to get your MyILTab access code. (This gives you access to an online version of your book and the software to do the assignments; this is the cheapest, easiest, and recommended way to do this).

Read the material posted on Canvas for this class. These include the syllabus and information on submitting assignments via Canvas. **Notice the helpful videos on her webpage. Download and read her syllabus.** The Professor's webpage address is on the first page of this syllabus.

There will be a syllabus quiz next week on Monday Oct 19. Please put this on your calendar. Anyone not taking this quiz will be dropped as a no-show. Make sure that you are ready. You may take it as many times as you like, but you must get at least 80% to remain in the class.

Technology in Action Assignments

- Read Chapter 1: The Impact of Technology in a Changing World
- Read Chapter 2: Looking at Computers: Understanding the Parts
- Do Chapter 1 and Chapter 2 End of Chapter quiz, Check your Understanding Quizzes, Helpdesk assignments, Sound Bytes assignments, IT Sims assignments

Due: These assignments are due by midnight Saturday October 24.

Week 2, Week of October 19

Syllabus quiz open online all day on Monday Oct 19. You may take it as many times as you would like. This is the only test where you have more than one chance to take it.

Technology in Action Assignments

- Read Chapter 3: Using the Internet: Making the Most of the Web's Resources
- Read Chapter 4: Application Software: Programs That Let You Work and Play
- Do Chapter 3 and Chapter 4 End of Chapter quiz, Check your Understanding Quizzes, Helpdesk assignments, Sound Bytes assignments, IT Sims assignments

Excel Assignments

- Read Go Excel Chapter 1 Creating a Worksheet and Charting Data
- Do Excel Chapter 1 Assignments (Projects, Simulations, Quizzes)

Due: These assignments are due by midnight Saturday October 31.

Week 3, Week of October 26

Technology in Action Assignments

- Read Chapter 5: System Software: The Operating System, Utility Programs, and File Management
- Read Chapter 6: Understanding and Assessing Hardware: Evaluating Your System
- Do Chapter 5 and Chapter 6 End of Chapter quiz, Check your Understanding Quizzes, Helpdesk assignments, Sound Bytes assignments, IT Sims assignments

Excel Assignments

- Read Excel Chapter 2 Using Functions, Creating Tables, and Managing Large Workbooks
- Do Excel Chapter 2 Assignments (Projects, Simulations, Quizzes)

Due: These assignments are due by midnight Saturday November 7.

Week 4, Week of November 2

Technology in Action Assignments

- Read Chapter 7: Networking: Connecting Computing Devices
- Do Chapter 7 End of Chapter quiz, Check your Understanding Quizzes, Helpdesk assignments, Sound Bytes assignments, IT Sims assignments

Excel Assignments

- Read Excel Chapter 3 Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools
- Do Excel Chapter 3 Assignments (Projects, Simulations, Quizzes)

Due: These assignments are due by midnight Saturday November 14.

Week 5, Week of November 9

Technology in Action Assignments

- Read Chapter 8: Managing Your Digital Lifestyle: Challenges and Ethics
- Read Chapter 9: Securing Your System: Protecting Your Digital Data and Devices
- Do Chapter 8 and Chapter 9 End of Chapter quiz, Check your Understanding Quizzes, Helpdesk assignments, Sound Bytes assignments, IT Sims assignments

Excel Assignments

- Read Excel Chapter 4 Creating PivotTables and PivotCharts
- Do Excel Chapter 4 Assignments (Projects, Simulations, Quizzes)

Due: These assignments are due by midnight Saturday November 21.

Week 6, Week of November 16

Technology in Action Assignments

- Read Chapter 10: Behind the Scenes: Software Programming
- Read Chapter 11: Behind the Scenes: Databases and Information Systems
- Do Chapter 10 and Chapter 11 End of Chapter quiz, Check your Understanding Quizzes, Helpdesk assignments, Sound Bytes assignments, IT Sims assignments

Access Assignments

- Read Access Chapter 1 Getting Started with Microsoft Access 2019
- Do Access Chapter 1 Assignments (Projects, Simulations, Quizzes)

Due: **These assignments are due by midnight Saturday November 28.**

Week 7, Week of November 23

Technology in Action Assignments

- Read Chapter 12: Behind the Scenes: Networking and Security in the Business World
- Do Chapter 12 End of Chapter quiz, Check your Understanding Quizzes, Helpdesk assignments, Sound Bytes assignments, IT Sims assignments

Access Assignments

- Read Access Chapter 2 Sort and Query a Database
- Do Access Chapter 2 Assignments (Projects, Simulations, Quizzes)

Due: **These assignments are due by midnight Saturday December 5.**

Week 8, Week of November 30

Technology in Action Assignments

- Read Chapter 13: Behind the Scenes: How the Internet Works
- Do Chapter 13 End of Chapter quiz, Check your Understanding Quizzes, Helpdesk assignments, Sound Bytes assignments, IT Sims assignments

Word Assignments

- Read Word Chapter 1 Creating Documents with Microsoft Word
- Do Word Chapter 1 Assignments (Projects, Simulations, Quizzes)

Due: **These assignments are due by midnight Friday December 11.**

Week 9, Week of December 7

Technology in Action Assignments

- None

Word Assignments

- Read Chapter 2 Creating Cover Letters and Using Tables to Create Resumes
- Do Word Chapter 2 Assignments (Projects, Simulations, Quizzes)

Due: **These assignments are due by midnight Friday December 11.**

FULLERTON COLLEGE INSTRUCTIONAL COMPUTING ACCEPTABLE USE 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 which 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 now acknowledges that you have read this screen, are familiar with its contents, and agree to act in accordance with the above.

FULLERTON COLLEGE 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:

- Students shall not plagiarize, which is defined as:
 - stealing or passing off as one's own the ideas or words of another,
 - 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.

Students shall not cheat, which is defined as:

- using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor;
- misreporting or altering the data in laboratory or research projects involving the collection of data. 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:

- 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 assigning an "F" in the course as in cases where the dishonesty was serious, premeditated, or part of an ongoing scheme).
- Report to the appropriate administrators, with notification to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL? (Taken from the Class Schedule)

PERSONAL FREEDOM IN HIGH SCHOOL

- Your time is structured by others.
- You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.
- Guiding principles: You will usually be told what your responsibilities are and are corrected if your behavior is out of line.

HIGH SCHOOL CLASSES

- You spend six hours each day— 30 hours per week— in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing what it takes to graduate.

HIGH SCHOOL TEACHERS

- Teachers approach you if they believe you need assistance.
- Teachers have been trained in teaching methods to assist in imparting knowledge to you, the student.
- Teachers present materials to help you understand the material in the textbook.
- Teachers often take time to remind you of assignments and due dates.

PERSONAL FREEDOM IN COLLEGE

- You manage your own time
- You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.
- Guiding principle: You are old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

COLLEGE CLASSES

- You spend 12— 16 hours each week in class. More time will be spent studying, usually two hours for every one hour of time spent in class; if you take 12 units, you will need 24 hours of studying, or 36 hours a week for class activities
- You arrange your own schedule in consultation with a counselor during orientation (new FC students). Schedules tend to look lighter than they really are.
- Graduation requirements are complex and differ for different majors and sometimes for different years. You are expected to know which requirements apply to you.

COLLEGE PROFESSORS

- Professors are usually open and helpful; most expect you to initiate contact if you need help or assistance.
- Professors have been trained as experts in their particular areas of research.
- Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you're studying. They may expect you to relate to the textbook readings.
- Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how it will be graded.

STUDYING IN HIGH SCHOOL

- You may study outside of class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation. You often need to read or hear presentations only once to learn all you need to learn about them.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

TESTS IN HIGH SCHOOL

- Makeup tests are often available.
- Teachers frequently rearrange test dates to avoid conflicts with school events.
- Testing is frequent and covers small amounts of material.
- Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.

GRADES IN HIGH SCHOOL

- Grades are given for most assigned work.
- Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.
- Guiding principle: “effort counts.” Courses are usually structured to reward a “good-faith effort.”

STUDYING IN COLLEGE

- You need to study at least 2-3 hours outside of class for each hour in class.
- You need to review class notes and text regularly.
- Guiding principle: It’s up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you’ve already done so.

TESTS IN COLLEGE

- Make-up tests are seldom an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Testing is usually infrequent, often cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test.
- Mastery is often seen as the ability to apply what you learned to new situations or to solve new kinds of problems.

GRADES IN COLLEGE

- Grades may not be provided for all assigned work.
- Watch out for your first tests. These are often “wake-up calls” to let you know what is expected— but they also may account for a substantial part of the course grade. You may be shocked when you get your grade.
- Guiding principle: “results count.” Though “good-faith effort” is important in regard to the professor’s willingness to help you achieve good results, it will not substitute for results when the professor is giving you a grade.