Syllabus -- CIS 110 -- Principles of Information Systems

Cuyamaca College: Spring 2017
Tim Phillips
“Adapt and overcome” …USMC proverb

Section 4017 (Online)
Class 100% online via the web

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Office & Phone:
E-107-C
619-660-4582

Office Hours:
Tuesday (in-office) 10:00 am - 1:00 pm
Wednesday (online) 5:00 pm - 8:00 pm

Required: This is a 4 unit class structured as 3 units lecture and 3 units lab. The course is delivered as a 12-week online class.

Prerequisite: None.

Course Description: An introductory course in information technology with an emphasis on business and business-related applications. Concepts include computer organization, data processing systems, decision support systems, and systems analysis and design. The laboratory component consists of hands-on problem solving using software applications including spreadsheets and databases. This course is articulated with SDSU MIS 180 (formerly IDS 180) and covers material similar to the content in that course.

Required Texts and Materials: Note: It is STRONGLY recommended that you purchase the CIS 110 Book Bundle from the college book store. The bundle contains all of the text books and access codes that you will need for this class. It is the least expensive option for buying your course materials. If you try to purchase the course material separately there are inevitably problems resulting in confusion and lack of progress in the course. This issue is so significant that if you decide to purchase the course materials from any other source other than the college book store you will need to contact the individual publishers of each particular product for assistance--I will not be available to assist you with individual purchases.

CIS 110 Book bundle, ISBN: 9781260156584, only available from the campus bookstore. Bundle includes:
- Microsoft Office 2013 custom printed text with 4 Access chapters and 8 Excel chapters.
- SimNet for Microsoft Office 2013 access code
  - Excel Complete
  - Access Complete
- Connect access code

Student Learning Outcomes: Students will be able to:
1. Describe the components and functions of computer systems, including both hardware and software.
2. Use modern productivity tools (i.e., spreadsheet, database) or custom programs to solve business problems.
3. Describe the differences between various types of information systems and explain the importance of determining information system requirements for all management levels.

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4. Describe how the system development life cycle is used in building an information system to solve business problems.

5. Describe the importance and use of data communications and the Internet, and explain how they affect the way business is conducted.

6. Describe the ethical and social implications of using information technology within the context of the information systems industry.

Important Dates
3 Feb 2017: Last day to drop without a “W” on your transcripts & receive a refund
14 Feb 2017: Last day to add the class
23 Feb 2017: Last day to apply for Pass/No Pass
30 Mar 2017: Last day to drop the class

You can see the current academic calendar in its entirety at:
http://www.cuyamaca.edu/admissions/deadlines.asp
(Search by section number under current semester—Short-Term Class Deadlines.)

Special Note Concerning Online Classes. Online students are expected to be familiar with the use of the Blackboard courseware management system as it pertains to the delivery of online course material and be able to take exams using the Blackboard system and communicate with the instructor via email, telephone, or during stated office hours. Online classes require academic discipline in order to be successful. The online course assumes that students have access to a computer with reliable Internet access. Computer access is available on-campus in the college library or computer labs if needed.

General Policies:
- It is required that you login to the class Blackboard site at least one time per week to read the class Announcements and complete assignments. This is the way I monitor attendance in the class.
- Students will be dropped if they fail to actively participate in the class by submitting all required work during any 2 week period.
- If you have a problem completing assignments contact me as soon as possible - I'm here to help.
- It is your responsibility to complete the necessary forms to withdraw from the class.
- The online course resources for this course are provided for instructional purposes only. Students are expected to maintain the same decorum and demeanor in these environments that are expected in a classroom setting.

Tutoring and Instructor Availability:
- I hold office hours each week. Email me if you wish to stop by. While there may be times when I will not be physically available in the office during posted office hour times, I will be available online and/or telephonically. If you need additional assistance, contact me via office hours, email, or using Screencast-O-Matic. As I am a visual learner, questions submitted via video formats (Screencast-O-Matic) will result in fewer questions from me in order to resolve an issue.
- The best way to contact me is via email. Any time you communicate with me via email you MUST put the course number (CIS 110) in the subject line of your email. For example: “Subject: CIS 110—Question About Setting Margins”. If you do not put the class number in the subject line I may not receive your email since I use filters on my email account. I have up to 210 students in five different class sections during any given semester–it is difficult to tell what class you are in unless you specify in your email. Also make sure your name is somewhere in the email—I can't always tell who surferdude@hotmail.com is ...I'm sure you understand!—REMEMBER THIS—IT IS IMPORTANT!
- I will normally answer questions via email within 24 hours including weekends. There may be times when it will take longer, but I will make an effort to check my email at least once a day.

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I may answer questions via email, video demonstrations, or Blackboard posts.

If you need additional assistance, there are tutors available in the Campus Tutoring Center, as well as potentially in the CIS Department labs and potentially online. Contact the Tutoring Center (http://www.cuyamaca.edu/academics/support/tutoring/default.aspx) for further information.

**Assignment Policies.** All class assignments are due on **Sundays at 11:00 PM** in accordance with the due dates listed in the Academic Calendar. If I change the due date of an assignment, I will issue a class announcement stating the new due date. If your computer has problems, have a backup plan for how you are going to complete the class. Computer problems are not a valid excuse for late work.

Students are expected to complete their assignments without assistance. That doesn’t mean that you cannot avail yourself of on-campus or online tutoring services for assistance in understanding concepts and procedural tasks. However, the completion of the work is to be your own effort. In addition, support is available from me via email, Screencast-O-Matic video, and during campus office hours. If you are having problems which are preventing you from completing assignments please contact me as soon as possible for assistance. The longer you struggle trying to understand something the more you become frustrated and frustration impairs your ability to learn/perform well.

Some of the lab assignments may require significantly more time to complete. Don’t wait until the due date to start your lab assignments!

**Assignment Extension Policies:**
- No assignment extensions are available. Complete all work and submit it on time.
- There is NO extra credit available for this course.

**Quizzes and Tests Policy:**
- Quizzes/exams cover material from the class textbook and in some cases the lab books.
- The quizzes/exams will generally consist of between 10 and 50 questions and can include multiple choice, matching, fill-in, short answer questions, and simulations.
- These test questions come from a large pool of questions including material from both the chapter reading and the class web site.
- Every test attempt will contain a unique set of questions.

Some tests may allow additional attempts. If you attempt a second attempt then you will have a different set of questions than you had on your first attempt. The highest score will be recorded.

**Homework:**
- **Connect (M: Information Systems textbook):** The “Practice Questions” contained in each Connect chapter are graded (a link to the Practice Questions can be found in the lower-left corner of the Connect chapter materials). Students should consider completing the chapter review questions. I do not collect or grade them but you will find them helpful in preparing for the exams. The Connect site’s activities will also provide additional information/preparation for the chapter exams.

- **SimNet/Access/Excel:** Students should complete the SimNet Show Me, Guide Me and Let Me Try activities as well as the Pause and Practice activities embedded in each chapter as these activities will assist students in learning the concepts that will be required to complete the projects. Only the Let Me Try activities are graded. In addition, the completion of an end of chapter exercise is also highly recommended.

**Grading Policy:**
- Grades will be posted on the course Blackboard site when they are available.
• Grading is computed on an absolute value of the number of points achieved.
• Various reasons may cause the number of points awarded to change during the class.
• The table, listed below, shows the point values which guarantee given grades.
• Each class is different and the points required to achieve a given grade may be lowered if deemed appropriate.

### Points Available

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Event</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Quiz</td>
<td>1 quiz worth 10 points</td>
<td>10</td>
</tr>
<tr>
<td>M: Information Systems text book chapters (Connect LearnSmart)</td>
<td>9 chapters of LearnSmart activities worth 20 points each</td>
<td>180</td>
</tr>
<tr>
<td>M: Information Systems text book tests</td>
<td>5 tests worth 40 points each</td>
<td>200</td>
</tr>
<tr>
<td>SimNet: Access and Excel Exams</td>
<td>2 exams worth 50 points each</td>
<td>50</td>
</tr>
<tr>
<td>SimNet: Chapter SimBook Activities (&quot;Let Me Try&quot; activities)</td>
<td>4 Access and 8 Excel SimNet SimBook &quot;Let Me Try&quot; activities worth various points</td>
<td>237</td>
</tr>
<tr>
<td>Total Points Available</td>
<td></td>
<td>727</td>
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### Grades

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>654--727</td>
<td>A</td>
</tr>
<tr>
<td>582--653</td>
<td>B</td>
</tr>
<tr>
<td>509--581</td>
<td>C</td>
</tr>
<tr>
<td>436--508</td>
<td>D</td>
</tr>
<tr>
<td>0--435</td>
<td>F</td>
</tr>
</tbody>
</table>

### Academic Integrity:
• All work submitted in this class is to be that of the enrolled student.
• Submitting someone else's work as your own is considered cheating.
• Cheating is a serious offense. Anyone found cheating on a quiz, exam or other assignment will immediately receive a zero (0) on that quiz, exam or other assignment and the incident will be reported to the Disciplinary Dean.
• Anyone found cheating a second time or on multiple assignments will be recommended to the Disciplinary Dean for further disciplinary action.
• Additional actions, described in the Cuyamaca College Catalog paragraph on Academic Honesty/Dishonesty, may be assessed as deemed warranted by the instructor.

### Class Schedule.
The schedule below is provided to keep you on track throughout the semester. You should use it to gauge your progress in the class and to ensure you are covering all of the material. Students are required to complete all assignments during the weeks indicated in the schedule. Failure to complete assignments when they are available will result in a zero grade.

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## CIS 110 Class Schedule

<table>
<thead>
<tr>
<th>Dates</th>
<th>Read and Work On</th>
<th>Points Possible</th>
<th>Assignments and Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Syllabus Schedule Blackboard</td>
<td>10</td>
<td>Purchase required books and access codes Orientation Quiz (10 pts) located in Week 1 of Blackboard - Due 11pm, Wed, 2/1. Failure to take this quiz by the due date will result in you being dropped from the class. The Orientation Quiz is contained in Week 01 of Blackboard. Remember: Read the syllabus--it's important! Register for Connect Register for SimNet (there are 4 chapters of Access and 8 chapters of Excel--make sure and register for all of the chapters!)</td>
</tr>
<tr>
<td>1/30–2/5</td>
<td>Text book--M: Information Systems Chapter 1</td>
<td>20</td>
<td>Connect: LearnSmart Chapter 1 (20 pts) - Due 11pm, Sun, 2/12 Connect: Test 1 (40 pts, covers M: Info Systems Chapter 1) - Due 11pm, Sun, 2/12. (Due date is two weeks for these assignments since it is the beginning of the semester)</td>
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<tr>
<td>Week 2</td>
<td>Microsoft Office 2013: In Practice Access Chapters 1 &amp; 2</td>
<td>37</td>
<td>SimNet: Access SimBook for Chapters 1 (20 pts) &amp; 2 (17 pts). Although I strongly suggest you complete the “Pause and Practice” exercises only the “LetMeTry” projects are graded. Due 11pm, Sun, 9/4</td>
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<tr>
<td>2/6–2/12</td>
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<tr>
<td>Week 3</td>
<td>M: Information Systems Chapters 2 &amp; 3 40</td>
<td>40</td>
<td>Connect: LearnSmart Chapters 2 (20 pts) &amp; 3 (20 pts) - Due 11pm, Sun, 2/19 Connect: Test 2 (40 pts, covers M: Info Systems Chapters 2 &amp; 3) - Due 11pm, Sun, 2/19</td>
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<tr>
<td>2/13–2/19</td>
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<tr>
<td>Week 4</td>
<td>Microsoft Office 2013: In Practice Access Chapters 3 &amp; 4 Review Access</td>
<td>43</td>
<td>SimNet: Access SimBook for Chapters 3 (20 pts) &amp; 4 (23 pts). Only the “LetMeTry” projects are graded. Due 11pm, Sun, 2/26 SimNet: Access Exam (covers Access Chapters 1-4). Available beginning 2/6. Due 11pm, Sun, 2/26 This is a multiple choice exam. 50 questions. No time limit. You may take the exam 3 times. The highest score will be recorded. Open book/closed neighbor.</td>
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<tr>
<td>2/20–2/26</td>
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<td>50</td>
<td></td>
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<tr>
<td>Dates</td>
<td>Read and Work On</td>
<td>Points Possible</td>
<td>Assignments and Due Dates</td>
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<tr>
<td>Week 5 2/27–3/5</td>
<td>M: Information Systems Chapters 4 &amp; 5</td>
<td>40</td>
<td>Connect: LearnSmart Chapters 4 (20 pts), 5 (20 pts) - Due 11pm, Sun, 3/5 Connect: Test 3 (40 pts, covers M: Info Systems Chapters 4 &amp; 5) - Due 11pm, Sun, 3/5</td>
</tr>
<tr>
<td>Week 6 3/6–3/12</td>
<td>Microsoft Office 2013: In Practice Excel Chapters 1 &amp; 2</td>
<td>40</td>
<td>SimNet: Excel SimBook for Chapters 1 (20 pts), 2 (20 pts). Only the “LetMeTry” projects are graded. Due 11pm, Sun, 10/2</td>
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