

Computer Information Systems 1A - Intro to Comp Info Sys

1 Introduction

Course: CIS 1A - Intro to Comp Info Sys

Professor: Paul J. Conrad

Websites: <http://pauljconrad.net>,
<http://MyITLab.com>,
<https://rccdopencampus.blackboard.com>

EEmail: Paul.Conrad@rcc.edu, Phone: 951-222-8070

Lecture: Tuesday, Wednesday, Thursday Lecture: 11:00AM-1:50PM in BE-100

Laboratory: TBA in MLK Room 219 (See Section 2 below on requirements)

Office Hours: None

Prerequisite: None, Advisory: CIS 96 or CIS 97

1.1 Course Description

An introduction to computer concepts, theory, and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion, and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory.

1.2 Reading

Required Text: Technology in Action, 12th Edition

By: Alan Evans, Kendall Martin, Mary Anne Poatsy

ISBN-10: 0133949567, ISBN-13: 9780133949568

Required Text: Go! With Microsoft Office 2013

By: Shelley Gaskin, et al

ISBN-10: 0133142663, ISBN-13: 9780133142662

1.3 SLO - Student Learning Outcome

The student should be able to identify the fundamental computer concepts and terminology used for input, processing, output, and storage. The student should be able to identify the key features of a variety of software such as operating systems, word processors, spreadsheets, databases, communications and graphics. The student should be able to apply the principles of and solve problems with word processing, spreadsheet, database, communications, and file management programs. The student should be able to create electronic presentations with presentation graphics. The student should be able to use the Internet to send electronic messages. The student should be able to demonstrate the principles of Internet research. The student should be able to understand the principles of computer security, ethics and privacy. The student should be able to understand and apply the principles of distance education software.

2 Lab

In order to maximize the learning experience of the topics introduced in this course, the lab is one of the most important parts of the course. Lab will consist of doing lab work in the MLK 219 computer lab.

This section is a web-enhanced class and has an 18-hour laboratory requirement. Internet access is required. **Students must complete 50 minutes of laboratory time per class meeting session in the MLK 219 computer lab**, and you must use WebAdvisor to schedule their lab requirement. At the end of each week, you must have a minimum of 150 minutes (2 hours and 30 minutes) completed.

Warnings!!!

1. You have a minimum of one hour completed BEFORE census day (1/12/16), OR YOU WILL BE DROPPED FROM THE COURSE - NO EXCEPTIONS!

2. Any missing days of lab cannot be made up.

Since the lab participation is a significant portion of your grade, do make sure you do attend the MLK 219 Computer Lab.

2.1 Laboratory Assignments

MyItLab Software

You must purchase access to the MyItlab software and register for your account in order to participate in the lab assignments. Failure to do so will result in a failing grade in the course. The MyItLab software and account creation will be discussed in class.

Lab assignments in this course will consist of assigned work using MyITLab from the publisher of our text books. **Make sure you complete the registration for MyITLab.** You are to do your lab work in the MLK lab (make sure to log your 50 minutes per day).

The due dates of the assignments may vary due to the difficulty or scope of the assignment (easier assignments have sooner due dates than more involved/difficult assignments). In general, due dates may range from two days to up to two weeks, depending on the assignment. Do make sure work is done on time. **There is a 50% deduction penalty on the lab assignment grade per day past the due date. No exceptions on this!**

Lab assignment will be scored 20 points, as follows:

10 points for assignment + 10 points for the 50 minutes of lab time per day.

Following instructions in this course is important, so do read the instructions carefully!

2.2 Quizzes

There may be occasional weekly quiz on Thursday near the end of the lecture session covering the discussed topics of the week. The quizzes will consist of up to five questions, worth 25 points total for the quiz. We will have approximately five quizzes throughout the Winter Intersession Term.

2.3 Exams

There will be a final examination that covers all of the material that is introduced in class on: **February 11th, 2016 from 11:00AM to 1:50PM in room BE-100.**

2.4 Reading and Exam Schedule

The table below is the tentative (subject to change) reading and examination schedule for this Winter Intersession Term. (TIA=Technology in Action, Go!13=Go! With MS Office 2013)

<u>Meeting/Date</u>	<u>Topics / Reading</u>	<u>Tasks</u>
1 - Jan 5 th	TIA Chapters 1/2/3	
2 - Jan 6 th	TIA Chapters 4/5	
3 - Jan 7 th	TIA Chapters 6/12/13	Quiz #1
4 - Jan 12 th	TIA Chapters 8/9: Digital Devices	
5 - Jan 13 th	TIA Chapter 10: Programming	
6 - Jan 14 th	Go!13 Microsoft Word Chapter 1/2	Quiz #2
7 - Jan 19 th	Go!13 Microsoft Word Chapter 2/3	
8 - Jan 20 th	Go!13 Microsoft Excel Chapter 1/2	
9 - Jan 21 st	Go!13 Microsoft Excel Chapter 2/3	Quiz #3
10 - Jan 26 th	Go!13 Microsoft Power Point Chapter 1/2	
11 - Jan 27 th	Go!13 Microsoft Power Point Chapter 2/3	
12 - Jan 28 th	TIA Chapter 11: Databases	Quiz #4
13 - Feb 2 nd	Go!13 Microsoft Access Chapter 1	
14 - Feb 3 rd	Go!13 Microsoft Access Chapter 2	
15 - Feb 4 th	Go!13 Microsoft Access Chapter 3	Quiz #5
16 - Feb 9 th	Go!13 Integration with Office Applications	
17 - Feb 10 th	Review for Final Exam	
18 - Feb 11 th	Final Exam (<u>Feb 11th, 2016: 11:00AM-1:50PM in BE-100</u>)	FINAL

*** Final Exam (Thursday - February 11th, 2016)**

2.5 Make Ups

Due to the short term, there are no make ups of any kind in this course.

3 Grading

3.1 Points/Percentages Breakdown

<u>Task</u>	<u>Points</u>	<u>Percentage of Grade</u>
Labs/Assignments	20 points each	40%
Quizzes	25 points each	10%
Final Exam	100 points	50%

3.2 Grading Scale

<u>Letter Grade</u>	<u>Percentage</u>
A	90% to 100%
B	80% to 89%
C	70% to 79%
D	60% to 69%
F	0% to 59%

4 Extras

4.1 Classroom/Lab Policies

You must show up to class prepared and ready to learn. **Be on time to class. Do not come into class if you are late.** Come to class prepared; reading and lab assignments should be completed as assigned. No food or drink is allowed in the classroom. Please bring something to write with and paper so that you can take notes. Computer and Network Use in department classrooms and labs are governed by district policies found in Board Policy 3720 and are subject to Standards of Student Conduct located in the Student Handbook. Violations of these policies are subject to Disciplinary Actions as outlined in Section VI of the Student Handbook located at: <http://www.rcc.edu/services/Documents/StudentHandbook.pdf>

4.2 Academic Dishonesty

RCC defines plagiarism as, "Presenting another person's language (spoken or written), ideas, artistic works or thoughts as if they were one's own." This includes using someone else's code as your own. Plagiarism is academically dishonest. Students must make appropriate acknowledgement of the original source where material written or compiled by another is used. Cheating or dishonest practices, such as turning in the writing of someone else and claiming it as your own, will result in your receiving a failing grade on the assignment and possibly for the course. **I take academic honesty very seriously, so do good honest academic work!**

4.3 Student Accommodations:

If you have a physical, psychiatric/emotional, medical, or learning disability that may impact your ability to carry out assigned course work, I urge you to contact the staff in the Office of Disabled Student Services at (951)222-8060. The office is located on the Riverside Campus, in the Administration Building. The DSP&S will review your concerns and determine with you what accommodations are necessary and appropriate. All information and documentation is confidential.