Computer Information Systems 1A - Intro to Comp Info Sys

1 Introduction

Course: CIS 1A - Intro to Comp Info Sys
Professor: Paul J. Conrad
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Lecture: Monday and Wednesday Lecture: 11:10AM-12:35PM in BE-100
Laboratory: TBA in MLK Room 219
Office Hours: Tuesday and Thursday: 10:15AM-11:30AM, 2:15PM-3:30PM in BE-220J
             Friday: 10:15AM-11:30AM in BE-220J
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 Assignments/Quizzes/Exams

2.1 Laboratory Assignments

The course lab assignments are problems in either the textbook or from course
website. These assignments will be done in the laboratory and are due no later
than 11:59PM on the Wednesday of the week following when assigned. Lab
assignments are to be turned in via email with a brief three to four sentence
synopsis or summary of what you learned from the lab assignment. Laboratory

assignments are worth 20 points each, with laboratory work being worth 10 points, laboratory attendance being worth 5 points, and synopsis summary being worth 5 points.

Lab work turned in after the due date will be considered late and worth 1/2 credit until ONE WEEK after being assigned. Any later than that, it is worth zero credit.

2.2 Quizzes

There may be occasional weekly quiz on Wednesday near the end of the lecture session covering the discussed topics of the week. The quizzes will consist of five questions, worth 25 points total for the quiz. We will have approximately 10 quizzes throughout the semester.

2.3 Exams

There will be one midterm examination and one comprehensive final examination. The midterm exam will be Wednesday, October 21st, 2015 and cover all material discussed during the first seven weeks of the course.

Final exam will be on **December 16th, 2015 from 11:00AM to 1:30PM in room BE-100**. The final exam will cover all of the material that is introduced in the course.

2.4 Reading and Exam Schedule

The table below is the reading and examination schedule for this semester. (TIA=Technology in Action, Go!13=Go! With MS Office 2013, Win7=Go! With MS Windows 7)

Week	Reading / In Class Objectives	Exam
1 – Aug 31st	TIA Chapters 1/2/3: Computers and Technology	
2 – Sep 7th	TIA Chapters 4/5/Win7: Tech, OS and Hardware	
3 – Sep 14th	TIA Chapters 6/12/13/Win7:Internet and Networking	Quiz #1
4 – Sep 21st	TIA Chapters 8/9: Digital Devices	Quiz #2
5 – Sep 28th	TIA Chapter 10: Programming	Quiz #3
6 – Oct 5th	Go!13 Microsoft Word Chapter 1	Quiz #4
7 – Oct 12th	Go!13 Microsoft Word Chapter 2/3	Quiz #5
8 – Oct 19th	Go!13 Microsoft Excel Chapter 1 / Midterm Exam	Midterm
9 – Oct 26th	Go!13 Microsoft Excel Chapter 2/3	Quiz #6
10 – Nov 2nd	Go!13 Microsoft Powerpoint Chapter 1	
11 – Nov 9th	Go!13 Microsoft Powerpoint Chapter 2/3	Quiz #7
12 – Nov 16th	TIA Chapter 11: Databases	Quiz #8
13 – Nov 23rd	Go!13 Microsoft Access Chapter 1	Quiz #9
14 – Nov 30th	Go!13 Microsoft Access Chapter 2/3	Quiz #10
15 – Dec 7th	Go!13 Integrated Projects	
16 – Dec 14th	Final Exam (**Dec 16th, 11:00AM to 1:30PM room BE-100)**	FINAL

* Midterm (Wednesday – October 21st)

* Final Exam (Wednesday – December 16th)

2.5 Make Ups

Make ups for laboratory assignments, midterm and quizzes will be allowed only due to unforeseen emergencies. There will be no make-ups for the final exam.

In the event of an illness, please contact me via email or phone **BEFORE** class so we can arrange a make-up.

3 Grading

3.1 Points/Percentages Breakdown

Task	Points	Percentage of Grade
Laboratories	20 points each	20%
Midterm Exam	100 points	30%
Chapter Quizzes	25 points each	15%
Final Exam	100 points	35%

3.2 Grading Scale

Letter Grade	Percentage
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. 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.

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