

Course Information

Semester & Year:	Fall 2021
Course Title:	Survey of Computer Information Systems
Course Prefix & Number:	CIS105
Section Number:	20264
Credit Hours:	3.0
Start Date:	August 24, 2021
End Date:	December 17, 2021
Room Number:	Virtual Classroom
Meeting Days:	Tuesdays and Thursdays
Meeting Times:	9:00 – 10:15 AM
Final Exam:	December 14-15, 2021

Course Format

The course format for this course is LIVE ONLINE.

Student Responsibility

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course, and the *College Policies & Student Services* page found in the *First Steps* module of Canvas. Students will be notified of any changes in course requirements or policies.

Course Description

Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing (Word 2019), spreadsheet (Excel 2019), database (Access 2019), and presentation software (PowerPoint 2019). Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies.

Prerequisites

None

Course Competencies

1. Identify common hardware components of computer systems and describe their uses. (I)
2. Identify different types of software and their uses. (II)
3. Describe common uses of networks. (III)
4. Describe Website Technology. (IV)
5. Use the Internet to communicate, collaborate, and retrieve information. (IV, VII)
6. Explore system security and privacy issues. (III, IV, VII)
7. Create macros and understand the basics of Visual Basic for Applications (VBA). (V)
8. Describe the steps in planning and implementing technology solutions. (VI)
9. Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems. (VI, VIII)
10. Identify terminology and the uses of technology in business and society, including limitations. (VI)
11. Identify positive social and ethical behaviors when using technology and the consequences of misuse. (VII)
12. Describe how technology is used in the departments of a business and in various career paths. (VIII)
13. Use word processing, spreadsheet, database, and presentation software. (IX)

Texts and Course Materials

There are no physical textbooks for this class. Students will subscribe to **MyLab IT**, this is an online, hands-on training and assessment application and it will include eTexts for Technology in Action and Exploring MS-Office 2019. Publisher: Prentice Hall This subscription is REQUIRED. Directions for subscribing will be listed in Canvas

Course Technologies

This course uses various key Maricopa systems as well as third-party systems for course management and communication. View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

- Canvas Learning Management System
- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)
- BigBlueButton
- YouTube

- Respondus LockDown Browser – this system secures online exams by locking down the testing environment within Canvas. It prevents access to other applications and many common functions on a computer while an assessment is active. The midterm and final exams require the use of this software. A LockDown Browser download link will be provided within the Canvas course. For further information, see the [Student Resources](#) page provided. For your reference, read the [System Requirements for LockDown Browser](#) and [LockDown Browser Terms of Use](#).

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

- Classes include lecture, discussion, and hands-on exercises.
- To complete this course, you will need access to
 - A reliable, working computer with webcam, speakers, & microphone
 - Your Maricopa Gmail account
 - Your Canvas account
 - Microsoft Office 2019 or Microsoft Office 365
- Complete assigned readings *prior* to class and *take notes during class*. Many concepts presented *are not* in the textbook and will be included on the exams.

Grading Standards & Practices

Grading Scale

Letter Grade	Percentage
A	90% - 100%
B	80% - 89.9%
C	70% - 79.9%
D	60% - 69.9%
F	0% - 59.9%

Assignment Distribution

Assignment Type	Distribution
Online Quizzes	10%
Hands-on Assignments	50%
Midterm Exam	15%
Final Exam	25%

Quizzes, Assignments, and Exams

- Homework/In-class assignments sharpen your knowledge of the course materials and prepare you for exams. In-class assignments are due at the *end* of the assigned class period. Assigned readings and quizzes are due BEFORE class begins on the due date. Other homework assignments are due at 11:59 PM on the due date. Late homework will *not* be accepted.
- Computer/technical issues will not be tolerated as an excuse for an instructor to accept late work. Students should have access to the technology needed to complete assignments and to finish homework on time.
- To receive full credit on an assignment, you must meet *all* the assignment objectives *and* your work must be professional (i.e., no typos, no spelling errors, no grammatical errors, etc.).
- Missed in-class assignments and participation activities cannot be made-up.
- The midterm and final exam will be closed book, closed notes. You must take these exams proctored, online by the specified due date. You must sit for the final exam in order to pass this course.
- To take an exam at a different time, you must receive permission *at least* one week prior to the scheduled date or have a documented emergency. Failure to do so will result in a failed exam / course.
- If you have an emergency or extreme personal crisis, a make-up will be allowed only if you contact your instructor (via Canvas message or e-mail) within 24 hours of the scheduled exam time and provide the appropriate documentation. Note: *the make-up exam may be more difficult and a point reduction may be applied.*

Response Time and Grading Feedback

Students are encouraged to ask questions, via Canvas message or e-mail (your Maricopa Gmail account) as they work through assignments. Students can expect a Canvas message/e-mail response in 24 to 48 hours, Monday through Saturday. Sundays are excepted.

It is your responsibility to monitor your grades in Canvas. All assignments will be submitted through Canvas and your grade and feedback can be reviewed in Canvas. Students can expect assignments to be graded within 5 days of the due date.

Academic Conduct and Honesty

In addition to the general college academic honesty policy stated in the Canvas course under the Course and College Policies section, the following additional policies apply to his course.

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the College or other sanctions as specified in the Scottsdale Community College Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism or facilitating such activities. Specific examples of academic misconduct relating to this course include:

- Copying another student's work and submitting it as one's own.
- Submitting another student's file as your own.
- Working jointly on an assignment, with each student turning in a copy of the joint product, creating the impression that each student completed the work independently.

Note: All students must complete their *own* work on their *own* computer with their *own* data files. If you turn in another student's work, both students will receive a zero and may be withdrawn from the course for academic misconduct with a grade of “Y”. Cheating on an exam will result in immediate withdrawal from the course for academic misconduct with a grade of “Y”.

Attendance Policy and Withdrawals

Attendance is required in this course. In accordance with state law, attendance may be taken during each class meeting. If you are absent, arrive late for class, or leave early, you are responsible for ALL material covered during that class meeting.

After 6 absences (excused or unexcused), you may be withdrawn from this class. If you decide to drop this class, you must submit an official Withdrawal Form.

The official date of withdrawal is the last date of attendance as determined by the student's withdrawal or as reported by the instructor. The official date of withdrawal will determine the degree of refund, if any. See Refund Policy in the [2020-2021 College Catalog](#) page 508.

Failure to file an official Withdrawal Form within published deadlines can result in a failing grade and may affect refund of course tuition and fees. Additional information on Withdrawals can be found in the [2020-2021 College Catalog](#).

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least 9 hours per week on this course (3 hours on course content or seat time (direct instruction) and 6 hours on homework assignments). Accelerated courses will require additional time per week.

CIS Tutoring Lab

We urge CIS students to utilize the [Virtual CIS Tutoring Lab](#). This lab is used for hands-on class work and is staffed with CIS faculty. Any SCC student currently enrolled in a CIS course may use this lab. A detailed lab schedule with instructor assigned times and the link to this virtual lab is posted in your Canvas course.

Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [SCC Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](#) page (<https://www.scottsdalecc.edu/students/tutoring/online-tutoring>)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with all internet-based

tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

In this course, we will use **MyLab IT**, a web-based third-party tool, to complete or participate in assignments, activities, and/or access course materials.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

SCC Land Acknowledgement

Scottsdale Community College (SCC) credits the diverse Indigenous people still connected to the land on which we gather. Our college resides on the tribal territory of the Salt River Pima-Maricopa Indian Community (SRP-MIC). SRP-MIC is a federally recognized nation - one of 22 Arizona Indigenous nations and one of 574 across the United States. Attached to this physical space is a painful history of forced removal and the resulting intentional genocide of its Indigenous people. We remain appreciative of our ability to teach, learn and serve in a space of such importance and reverence.

SCC acknowledges the land on which we are situated today as the traditional land and home, established by Executive Order on June 14, 1879, of two distinct tribal nations: the Onk Akimel O'odham (Pima) and the Xalychidom Piipaash (Maricopa) people. We take this opportunity to thank the original caretakers of this land. We offer our respect to their Elders and to all O'odham and Piipaash people of the past, present and future.

Scottsdale Community College is located on the Salt River Pima-Maricopa Indian Community and the traditional lands of the O'odham and Piipaash peoples.