



**SCOTTSDALE  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

## Course Information

Semester & Year:	Spring 2023
Course Title:	Survey of Computer Information Systems
Course Prefix & Number:	CIS105
Section Number:	24925
Credit Hours:	3.0
Start Date:	1/30/2023
End Date:	5/12/2023
Room Number:	CM444
Meeting Days:	Monday & Wednesday
Meeting Times:	12:00pm – 1:25pm

## Course Format

The course format for this class is In Person.

## Instructor Information

Instructor:	Allen Watts
Email:	allen.watts@scottsdalecc.edu
Phone:	480.423.6265
Office Location:	CM410 ( <a href="#">Virtual Office Location</a> )
Office Hours:	Mon (10a-11), Tue (11a-12), Wed (10a-11), Thu (5p-6), Fri (3p-4)

## 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 2021), spreadsheet (Excel 2021), database (Access

2021), and presentation software (PowerPoint 2021). Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies.

## Prerequisites

None

## Course Competencies

The objective of this course is to introduce the fundamental concepts, terminology, and major applications of computers.

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

MyLabIT Access Code (price \$95.00) which I will explain about in class. This access includes:

- Web-based learning environment (required for access to course assignments)
- 5 eTexts
  - Technology in Action, Complete, 17<sup>th</sup> edition by Evans, Martin, Poatsy

- *Exploring Microsoft Word 2021 Comprehensive* by Poatsy, Mary Anne et. al.
- *Exploring Microsoft PowerPoint 2021 Comprehensive* by Poatsy, Mary Anne et. al.
- *Exploring Microsoft Excel 2021 Comprehensive* by Poatsy, Mary Anne et. al.
- *Exploring Microsoft Access 2021 Comprehensive* by Poatsy, Mary Anne et. al.

## **Course Technologies**

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

### **Maricopa Systems**

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

### **Synchronous Communication Tools**

This course will occasionally make use of web conferencing and/or other synchronous course tools.

- Big Blue Button
- Google Meet

### **Student Assignment Tools**

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Microsoft Office 365
- MySCC (Mac users)

### **Exam Proctoring Tool**

#### **Respondus LockDown Browser**

Respondus LockDown Browser secures online exams by locking down the testing environment within Canvas. LockDown Browser prevents access to other applications, and many common functions on a computer while an assessment is active. Some of the

exams in this course 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](#).

**Please note that Respondus LockDown Browser with Monitor requires a room scan prior to all testing sessions.**

## 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.

## Class Procedures

- Classes will include lecture, discussion, and hands-on computer work.
- Complete assigned readings, quizzes and simulations prior to class and take notes during class. Many concepts presented are not in the textbook and will be included on the exams.
- Review your class notes after each class session.
- Do not surf the Internet or Text Message during class!
- Turn off cell phones during class!
- It is a college policy to provide reasonable accommodations to students with disabilities. If you have a physical, psychological, or learning disability, and would like to request academic accommodations (i.e., test accommodation, note taker, sign language interpreter, etc.) please contact the Disability Services Office, SC-125, (480) 423-6517.

## Tests and Homework

- Homework/In-class assignments are intended to sharpen your knowledge of the course materials and to prepare you for exams. In-class assignments are generally due at the **end** of the assigned class. Most homework assignments are due at **11:59 PM** on the due date. Late homework **will not** be accepted. Allow 4 - 5 hours for lab assignments per week.
- To receive full credit on a homework 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, quizzes, and participation activities **cannot be made-up.**
- The Student Success Trainings assignment **MUST** be completed to pass this class.
- You **MUST** complete all 4 exams (3 unit exams and the final) to receive a passing grade in this class. The final exam will require Respondus Lockdown browser installed and a Webcam to complete the exam. The final exam is a closed book exam with no notes allowed.
- If you have an emergency or extreme personal crisis, a make-up will be allowed **ONLY IF you contact your instructor** (via e-mail, telephone message, or in person) **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.

## CIS Tutoring Lab

We urge CIS students to utilize the **CIS Tutoring Lab** located in CM446. This lab is used for hands-on classwork and is staffed with CIS instructors. Any SCC student currently enrolled in a CIS course may use this lab. A detailed lab schedule with instructor-assigned times and locations is posted in your Canvas course

For **Spring 2023**, the CIS Tutoring Lab will host both in-person and virtual tutoring hours. Please check the current schedule for times and locations.

## Academic Conduct

In addition to the general college Academic Honesty policy stated in the Canvas course under the Course and College Policies section, the following additional polices apply to this 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 turning it in 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.

Each student must complete his/her own work on his/her own computer with his/her own data files. If you are caught turning in another student's work, **both students will receive a zero and may be withdrawn for academic misconduct from the class with a grade of 'Y'. Cheating on an exam will result in immediate withdrawal for academic misconduct from the course with a grade of 'Y'.**

## Withdrawal Policy

In addition to the general college Withdraw policy, the following additional withdraw polices apply to this course:

- Students must participate in this online course within the **first three (3) days** of the start date or they will be withdrawn.
- Students who do not participate for **two (2) weeks consecutively or for one (1) week consecutively during an 8-week course** will be withdrawn for attendance.

Participation is defined as follows:

- Submitting homework on or before due dates
- Participating in discussions/critiques over the course of a due date
- Completing exams/quizzes on or before due dates
- Just logging into the Canvas course does **NOT** count as participation

The official date to request a withdrawal from your instructor in this course is:

**Monday, March 6, 2023**

## Grading Standards & Practices

### Grade Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

## Assignments

Assignment Name	Points	Percent of Grade
<b>Assignments and Quizzes</b>	867	65%
<b>Unit Exams</b>	150	10%
<b>Final Exam</b>	325	25%
<b>TOTAL:</b>		<b>100%</b>

## Course Outline (Weekly Topics)

Week #	Topic(s)
1	Class Introduction / Computer Hardware
2	Computer Hardware (cont.) / MS Word
3	MS Word (cont.)
4	Presidents Day (no class) / Operating Systems
5	MS Word (cont.) / Unit 1 Exam Review
6	Using the Internet / MS Excel
7	Spring Break (no classes)
8	Excel (cont.) / Computer Networks
9	Excel (cont.)
10	Excel (cont.)
11	Excel (cont.) / Unit 2 Exam Review
12	Access
13	Computer Security / Access (cont.)
14	Computer Security / Access (cont.)
15	Access (cont.) / Unit 3 Exam Review
16	Access (cont.) / Final Exam Review

## **Response Time**

Students can expect a response time of 24 – 48 hours for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments to be graded within 1 week of the assignment's due date.

## **Attendance Policy**

This class is an in-person class and attendance is required. In accordance with state law, attendance will be taken during each class. 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 a Withdrawal Form to officially withdraw.

## **Instructional Contact Hours (Seat Time)**

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

## **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.



## 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](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) 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.

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 your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.