Course Information

Semester & Year:	**Spring 2025**
Course Title:	**Survey of Computer Information Systems**
Course Prefix & Number:	**CIS 105**
Section Number:	**29090**
Credit Hours:	**3.0**
Start Date:	**January 13, 2025**
End Date:	**May 9, 2025**
Room Number:	**CM 444**
Meeting Days:	**Mondays and Wednesdays**
Meeting Times:	**10:30 to 11:45 AM**

Course Format

The course format for this course is IN-PERSON, from 8/19/2024 – 12/13/2024.

Instructor Information

Instructor:	Nancy Dedakia
Email:	nancy.dedakia@scottsdalecc.edu
Phone:	480-423-6574
Office Location:	Virtual; CM410
Office Hours:	See Faculty Page
Lab Hours:	See Faculty Page

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), spreadsheet (Excel), database (Access), and presentation software (PowerPoint). 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

MyLab IT Access Code (price $95.00) which includes a Web-based learning environment with eTexts:

- *Technology in Action, Comprehensive, 17th edition* by Evans, Alan et. al.

- *Exploring Microsoft 365: Office 2021* by Poatsy, Mary Anne et. al.

Failure to have the required course material by the end of the second week of the course may result in being withdrawn from the course.

Required Software

- Microsoft Office 2021 (<mark>locally installed version</mark>)
  - o Download **MS Office Professional 2021 for Windows** or **Mac OS** at NO charge from **my.maricopa.edu**
    – OR –
  - o Use mySCC to access a multitude of software applications, both on and off campus!

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 implements the use of web conferencing and/or other synchronous course tools.

- BigBlueButton

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube

Student Assignment Tools

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

- Google Products
- **Microsoft Office 365**

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.

- Classes include lecture, discussion, and hands-on exercises.
- To complete this course, **you will need** access to a **reliable, working computer (with webcam, speakers, and microphone)**, **your Maricopa Gmail account**, **your Canvas account**, and **Microsoft Office 2021 (desktop/local installation).**
- Complete assigned readings **PRIOR** to class and **take notes during class**. Some concepts presented **are NOT** in the eText and will be included on exams.
- All assignments **MUST** be submitted by the published **DUE DATES**.
- You **MUST** complete this class by the course end date of **December 13, 2024**.

Generative Artificial Intelligence (AI) Policy

Opening Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as "a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more."

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

Grading Standards & Practices

Grading Item	% of Total Grade
Assignments and Quizzes	60.0%
Exam 1	7.5%
Exam 2	7.5%
Final Exam	25.0%
TOTAL POSSIBLE	100.0%

Final grades are based on the following scale with borderline grades decided by class participation.

Final Grade	Grade %
A	90.0% - 100.0%
B	80.0% - 89.9%
C	70.0% - 79.9%
D	60.0% - 69.9%
F	< 59.9%

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, quizzes, and simulations 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 for unexcused absences**.
- **Exam 1**, **Exam 2**, 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 ZERO for the exam.**
- 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.*

Grading Feedback and Response Time

- Students are encouraged to ask questions, via Canvas message or e-mail (your Maricopa Gmail account) as they work through assignments. The expectation is for the student to monitor messages within Canvas as this will be the primary method for communication for this course outside of class time.
- Students can expect an e-mail/Canvas message response in 24 to 48 hours, Monday through Saturday.
- **Sunday is your instructor's day off**. I will NOT check Canvas or e-mail on Sundays so plan accordingly.

- 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.

Student/Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College's mission to provide challenging and supportive learning experiences and the US Department of Education's requirement for regular and substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Being available during regularly scheduled office hours as stated in the faculty page.
- Promptly responding to student questions about the course sent via Canvas inbox.
- Regularly posting announcements about the course content and activities which will include key information about the course.
- Monitoring your academic progress and communicating concerns, as needed.

Response Time

Students can expect a response time of 24 to 48 business hours or less for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments to be graded within 7 days of the assignment's due date. The expectation is for the student to monitor messages within Canvas as this will be the primary method for communication for this course outside of class time.

Classroom Conduct

The goal in the classroom is to have a conducive learning environment for all students. The following expectations are set for the classroom, failure to abide by these guidelines may result in being withdrawn from this course.

- Treat everyone with respect that includes your instructor, fellow students, and any guest speakers.
- Arrive on time and if arriving late, please minimize any disruptions to the lecture/class in progress.
- Use technology responsibly which includes setting your phone on vibrate/silence mode and only working on classroom related activities when

using the computer/laptop/device in class.

Attendance Policy

- 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 [SCC College Catalog](#).

Instructional Contact Hours (Seat Time)

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

CIS Study Lab

We urge CIS students to utilize the **CIS Study Lab in CM 446**. This lab is used for hands-on class work 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 is posted in your CANVAS course.

For **Spring 2025**, the CIS Study Lab will host both in-person and virtual tutoring hours. Please check the current schedule for times and locations.

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 [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.

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.

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.

CIS 105, Section 29090 – Spring 2025 TENTATIVE COURSE OUTLINE

WK	DATE	TOPIC	ASSIGNMENT
1	Jan 13	Computer Fluency and Understanding HW	TIA: Ch 1 & 2
2	Jan 20	**NO CLASS 1/20 – MLK Day** Understanding HW	TIA: Ch 6
3	Jan 27	Application & System SW Word Processing	TIA: Ch 4 & 5 Windows 11 Word: Ch 1 & 2
4	Feb 3	Word Processing (cont.)	Word: Ch 3 & 4
5	Feb 10	**EXAM 1 (TIA Ch 1, 2, 4-6, Windows 11, Word)** Spreadsheets	Excel: Ch 1 & 2
6	Feb 17	**NO CLASS 2/17 – President's Day** Spreadsheets (cont.)	Excel: Ch 2 & 3
7	Feb 24	Spreadsheets (cont.)	Excel: Ch 5 & 11
8	Mar 3	Spreadsheets (cont.) Networking	Excel: Macros TIA: Ch 7
9	Mar 10	**Spring Break Week – NO CLASSES**	
10	Mar 17	Presentation Graphics Databases Internet	PowerPoint: Ch 1 Access: Ch 1 & 2 TIA: Ch 3
11	Mar 24	**EXAM 2 (TIA Ch 3 & 7, Excel, Access Ch 1-2)** Databases (cont.)	Access: Ch 2 & 3
12	Mar 31	Databases (cont.)	Access: Ch 3 & 4
13	Apr 7	Databases (cont.) VBA	Access: Macros Access: VBA
14	Apr 14	VBA Mobile Devices	Access: VBA TIA: Ch 8
15	April 21	Privacy and Security	TIA: Ch 9
16	April 28	Review for Final Exam	
	May 5	**FINAL EXAM (Comprehensive)** **(TIA Ch 1-9, Word, Excel, PPT, Access, VBA)**	

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.