Course Information

Semester & Year:	Spring 2025
Course Title:	Survey of Computer Information Systems
Course Prefix & Number:	CIS 105
Section Number:	29096
Credit Hours:	3
Start Date:	Monday, January 13, 2025
End Date:	Friday, May 9, 2025
Room Number:	N/A (online course)
Meeting Days:	N/A
Meeting Times:	N/A

Course Format

The course format for this course is Online.

Instructor Information

Instructor:	Dr. Steven R. Crawford
Email:	steven.crawford@domail.maricopa.edu
Phone:	480-731-8295
Office Location:	[Online via Big Blue Button](#)
Office Hours:	Mondays from 5:00 p.m. to 6:00 p.m. and arranged as needed

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, spreadsheet, database, and presentation software. 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

MyITLab Access Code (approximate price: $138.25 via the bookstore or $95 via Pearson website) which includes a Web-based learning environment with eTexts:

- Technology in Action, Comprehensive, 17th edition by Evans, Alan, and Poatsy
- Exploring Microsoft 365: Office 2021 by Poatsy, 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 implements the use of web conferencing and/or other synchronous course tools.

- Big Blue Button

Streaming Media/Audio/Video Tools

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

- YouTube
- Animoto

Student Assignment Tools

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

- Google Products
- Microsoft Office 365
- Screencast-O-Matic
- Animoto
- mySCC (Citrix "client" software)

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.

- This is NOT a self-paced, open-entry course.

- All assignments **MUST** be submitted by the published **DUE DATES**.

- You MUST complete this class by the **course end date** of **Friday, May 9, 2025**.

- To complete this class, you will need access to a reliable, working computer, **your Maricopa Gmail account**, a **Canvas account**, a **MyITLab account**, and **access to the Internet**.

Quizzes, Assignments, and Exams

- This class is divided into Modules based on computer concepts and/or software skills.

- Each Module has quizzes and assignments designed to sharpen your knowledge of course content and to prepare you for exams. Allow **AT LEAST 8-10 hours per week to complete these items**.

- 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.).

- It is your responsibility to check the Module list in Canvas regularly, check your Maricopa Gmail account regularly, and complete assigned work per the assignment directions. You are REQUIRED to electronically submit an assignment (quiz, homework, etc.) **by 11:59 PM on the specified due date**. Late assignments **will NOT** be accepted.

- Computer/technical issues will not be tolerated as an excuse for an instructor to accept late work. Students have access to the technology needed to complete assignments in the CIS Study Lab (CM 446) and in the Student TechCenter to finish homework on time.

- The Midterm and Final Exam will be closed book, closed notes. You must take these exams online via Respondus LockDown Browser via webcam by the specified due date. 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 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*.

Generative Artificial Intelligence (AI) Policy

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

Grade Scale

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

Assignments

Assignment Name	Percent of Grade
Online Quizzes	10%
Hands-On Assignments	50%
Midterm Exam	15%
Final Exam	25%
TOTAL:	**100%**

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 student support hours as stated in the syllabus.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via recorded and/or text-based lectures.
- Providing group or individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent the Canvas inbox.
- Regularly posting announcements about the course content and activities.
- Monitoring your academic progress and communicating concerns, as needed.

Response Time

Students can expect a response time of 12 to 36 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 24 to 48 hours of the assignment's due date.

Attendance Policy

Consistent participation is required in this course. Because you have chosen to "attend" this course in an online environment, you must be motivated, self-disciplined, and eager to participate. Students are expected to log into the Canvas classroom at least three times per week and participate per assignment instructions. Students who do not regularly participate each week will be withdrawn from the course per college policy.

Students must participate in this online course within the first three (3) days of the start or they will be withdrawn. **If you fail to contact me (via e-mail) or fail to submit an assignment within 3 days after the course start date (End of the day on Thursday, September 16, 2025), you may be withdrawn from this class for non-participation.**

Online students who do not participate for two (2) weeks will be withdrawn for non-attendance. Participation is defined as:

- Submitting homework on or before due dates
- Interacting directly with me via Canvas (including the messaging tool in Canvas).

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.

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.

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'.***

CIS Study Lab

We urge CIS students to utilize the **CIS Study Lab**. 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.

The CIS Study Lab will host both in-person and virtual tutoring hours. Please check [the current schedule for times and locations](#).

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 (by the end of the day on Thursday, September 16, 2025)*** of the start date or they will be withdrawn.
- Students who do not participate for ***two (2) weeks consecutively*** 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

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.