

Syllabus

Course Information

- Semester and Year: Fall 2026
- Course Title: Survey Computer Info Systems
- Course Prefix and Number: CIS105
- Section Number: 17955
- Credit Hours: 3.0
- Start Date: 9/8/2026
- End Date: 12/18/2026
- Room Number: CM447
- Meeting Days: Tuesday, Thursday
- Meeting Times: 10:30am – 11:50am
- Class Format: In-Person

Instructor Information

- Instructor: Cristobal Romero
- Email: cristobal.romero@scottsdalecc.edu
- Phone: (480) 423-6262
- Office Location: CM418, [Virtual Office](#)
- Office 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 and/or Corequisites

- No prerequisites or corequisites required

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 NextGen with eText Student Access Code for Technology in Action for
SCOTTSDALE COMMUNITY COLLEGE

ISBN: 9780135451571

Author: Pearson Ppc

Publisher: Pearson

Formats: BryteWave Format

Detailed instructions will be emailed to you prior to the first day of class.

Visit the SCC Bookstore

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[Visit the SCC Bookstore](#)

Required Software

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

NOTE: Failure to register for the official course materials by the end of the second week of the course may result in being withdrawn from the course.

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 class meets In Person on Tuesdays and Thursdays from 10:30am – 11:50am. Class attendance is mandatory.
- All assignments and required reading material will be posted on our Canvas course. Please regularly open the Canvas course and click the **Home** or **Modules** link on the left navigation menu to see all weekly assignments and materials. **If you only log in to Canvas and check your Calendar or To Do list, you may miss important information and resources.**
- Students are required to check both the Canvas Module and their Canvas messaging (or @maricopa.edu email) regularly for important updates and announcements.
- To complete this course, **you will need** access to a **reliable, working computer (you may use on-campus computer labs or classrooms), your Maricopa Gmail account, your Canvas account, and Microsoft Office 2021 (desktop/local installation)**. If you cannot install the local desktop applications, you must reach out to your instructor for assistance. Failure to have appropriate software will not be accepted as an excuse for missing assignment deadlines.
- All assignments **MUST** be submitted by the published **DUE DATES**.
- ***Late assignments will not be accepted.***
- Due dates are based on Arizona time. All assignments will be completed on the Canvas platform, MyLab IT, or will be otherwise specified in the assignment instructions.
- **To pass this course you MUST complete both the Mid-Term and Final Exams.**
 - Additional updates to this syllabus or any course policies will be posted as an announcement on Canvas.

The due date for your Final Exam is December 17th, 2026

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 policies 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 withdrawal policy, the following additional withdrawal policies 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
- Failure to complete the **Course Syllabus Quiz Policy Acknowledgement with 100% mastery** within the required timeframe may result in withdrawal from the course.

The official refund deadline for this course is **September 14, 2026**

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.
- Students are expected to arrive 5-10 minutes before scheduled class start time, to allow for logging into the class computers, and so that class can start on time.
- If you fail to submit any assignment for more than 14 days, you may be withdrawn from this class.

Instructional Contact Hours and Minimum Course Expectations

Instructional contact hours are the weekly time students spend directly learning with their instructor or course activities. These activities include, but are not limited to, lectures,

discussions, labs, group work, and viewing recordings. Instructional contact hours vary by course; refer to the [MCCCD course bank](#) for your course's details.

Minimum course expectations include the number of hours students are expected to spend outside of class (weekly) completing coursework. Students are encouraged to use the [Time Management Calculator](#) to help estimate their weekly time commitment for classes.

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of the technologies used in this course. The [SCC Help Desk](#) provides students with a primary point of contact within SCC for college-supported technology services and technical assistance.

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 may implement the use of web conferencing and/or other tools.

- BigBlueButton
- GoogleMeet

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](#)
- ALL MCCCD students can download and install MS Office for free from the district website

<https://www.maricopa.edu/students/technical-support/microsoft-365>

Exam Proctoring Tools

Respondus LockDown Browser and Respondus LockDown Browser with Monitor

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](#).

Respondus LockDown Browser with Monitor requires a room scan prior to all testing sessions.

Accommodations for Online Proctoring

If you have approved DRS accommodations, they still apply during online proctored exams (e.g., ProctorU or MonitorEdu). Some setups may need advanced coordination, so please contact your instructor as soon as possible to ensure everything is in place.

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 Gemini, 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 and Practices

Grade Scale

Table 1 Course Grading Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%

Letter Grade	Points Range
C	70 – 79%
D	60 – 69%
F	0 – 59%

Assignments

Table 2 List of Assignments

Assignment Name	Percent of Grade
Assignments and Quizzes	60%
Midterm Exam (Proctored)	15%
Final Exam (Proctored)	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 office hours as stated in the syllabus.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via in-person, recorded, and/or text-based lectures.
- Engaging in weekly discussions about course content within discussion boards in Canvas, forums in MOER, or other discussion-based tools.
- Providing group or individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent via email, MOER messaging, or the Canvas inbox.
- Regularly posting announcements about the course content and activities.
- Monitor your academic progress and communicate concerns, as needed.

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 @scottsdalecc.edu email. Students can expect assignments to be graded within **one week** of the assignment's due date.

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 centers' hours and procedures.

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. To access Brainfuse and begin working with a tutor, visit the [SCC Online Tutoring Services Through Brainfuse](#) page.

CIS Study Lab

We urge CIS students to utilize the [CIS Study Lab](#) in CM 446. 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.

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

MCCCD Policies

MCCCD is committed to providing a safe, fair, and accessible environment for all students. This includes laws such as the ADA and Title IX, which protect against discrimination. These statements explain your rights, available support, and where to go for help or more information. Please review the following policies:

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. physical, sensory, neurological, chronic illness, mental health, learning disabilities, or other health concerns). If you require accommodations for this course, please contact [Disability Resources and Services](#) (DRS) at your college.

Contact with [DRS](#) should be made as soon as possible to ensure academic needs are met in a reasonable time. Additional information can be found in the [Non-Discrimination Statement](#) and [MCCCD Non-Discrimination Policies](#).

[Addressing Incidents of Title IX Sexual Harassment](#)

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.