



COURSE SYLLABUS
16-WEEK Spring 2017

Class Times: Tu, Th 12:30 – 3:15

CSIS 110 – Principles of Information Systems

Course Section: 6822
Units: 4 Units
Instructor: Clifton Quinn
E-Mail: Clifton.Quinn@gcccd.edu
Phone: 619-644-7485
Office: 510-B [Office Hours](#)
www.cliftonquinn.com/grossmont



Course Overview – (What is this all about?!? Why am I here?!?)

Welcome to our CSIS 110 class. What are you going to learn here? We have three main goals for you:

- 1) you should learn a lot about computer literacy, terminology, the “jargon” of the computer world, and how computers are used in business and in the “real-world”.
- 2) you will experience and master the most popular software application tools in use in the business world today, including the Microsoft Office suite, as well as many that will help you in the field of technology today.
- 3) if you know all this already, well, you can share your knowledge with us as well as get a lot better at the above and maybe get a really high grade!

We know that you all come to us with a vast array of backgrounds, so here is the official

Course Description:

“This is an introductory course in Information Technology to develop basic knowledge of computers and information systems with an emphasis on business and business related applications. The broad overview of topics includes computer organization, data processing systems, hardware and software, database management systems, networking, e-commerce, ethics and security and application software. The lab portion of the course will consist of hands-on problem-solving software applications emphasizing the use of spreadsheets and databases for business.”

It will very likely be a short time in the future when you will need mastery of WORD (term papers, etc.), or to collect numerical data in EXCEL for charts, graphs and decisions. At some point here at Grossmont College you will be required to stand in front of a class for a presentation (hurrah! I know how to use PowerPoint). Lastly, research on a topic is an ongoing need (Google and databases like ACCESS). You get to learn or practice this application usage in this class! Truly, we will cover a lot of cool stuff.

No Prerequisites

This course has no prerequisites.

Course Goals

- a. Students will understand, conceptually, how a computer system operates and how peripheral equipment is utilized to make a complete "system".
- b. Students will understand and appreciate the advantages and the problems inherent in business data/information processing in our society.
- c. Students will appreciate the differences between large, medium, and personal computer systems, as well as what computer systems can and cannot do.
- d. Students will learn to use a word processing program, a spreadsheet program, a data base program and the fundamentals of using presentation software.

Course Objectives

The student will be able to:

- a. Describe the components and functions of computer systems, including both hardware and software.
- b. Describe how information systems are developed using concepts of the system development life cycle in creation of business solutions.
- c. Describe the differences between various types of information systems and explain the importance of determining information system requirements for all management levels.
- d. Explain the computer revolution and its impact on the way business is conducted.
- e. Apply critical-thinking skills in identifying information systems problems and how to investigate existing literature about hardware and software solutions to these problems.
- f. Explain the advances in networking, data communications, Internet usage and e-commerce and how they affect the way business is conducted.
- g. Identify which information technology tools are used to solve various business problems.
- h. Demonstrate strong understanding of the information technology industry, information system security and crime, and the ethics and social implications of using information technology.
- i. Use a spreadsheet program to create and edit worksheets, use formulas and functions to manipulate worksheet data and perform what-if analysis.
- j. Understand fundamental database design principles, create and maintain a database, tables and extract information from the database to create useful reports and queries.
- k. Use Internet browsing, searching, e-mail capabilities, e-commerce and the business implications of the use of the Internet.

Now for some required “official and technical jargon”:

Student learning Outcome(s): students successfully completing this course should be able to:

Upon completion of this course, our students will be able to do the following:

- a. Demonstrate proficiency by selecting and using the appropriate general categories of application software to solve specific business problems.
- b. Describe the use of computer technology and its impact on society and the way business is conducted.
- c. Understand the importance of the technology infrastructure in an organization.
- d. Identify the hardware and software components of a computer system and interdependency of both.

Course Schedule/Class Meeting Times

We meet twice a week, Tue and Thu from 12:30 – 3:15. This entire time will be utilized, other than a 15-minute break, which is usually from 1:45 – 2:00. The first half of class we typically cover the Concepts material, and the second half will usually focus on the Microsoft Office topic on the weekly schedule, and there will be time allocated to do some of the homework projects.

Realize this is a 4-unit class, which generally translates to about 4 hours a week in class, and 2-3 hours per unit outside of class. This adds up to 12-16 hours per week for a 4-unit class. Actual student lab time will depend on such factors as prior computing experience, typing speed, and regular study at home.

Required Textbooks - Do I really need books???

We have some great books chosen for you! And they are not “just books”. These provide online trainings, tasks, projects, quizzes and are a look into the books of the future. I think you will be impressed.

All the books for this class are Digital editions. This keeps the costs down significantly. These are almost \$100 less than if you had hardcopy books. **And you can buy those if you want to.** There are two primary books are required for this class. (1) One deals with general Computer Concepts, (2) one is for Microsoft Office 2013. The one for Office 2013 actually come from three other books, but all of these will be accessed from within Blackboard. You can buy them directly from the textbook provider, or purchase from the Grossmont College bookstore. They are about \$25 cheaper if you buy directly online. You will NEED to have the e-book and the SAM access codes for this class. This will be discussed during the first day of class.

Here’s the URL for students who want to purchase access to the digital content for the CSIS 110 course directly from the book provider:

<http://www.cengagebrain.com/course/site.html?id=1120535>

Always have a scantron (DataLink 26760) available for each class. We will use at least five during the semester.

Hardware and Software Requirements: PC's are highly recommended for this course. You can complete the majority of the course on a **Mac**, but **not all**. You will need a **PC w/ Windows 7, 8, or 10** and **Microsoft Office 2013** to complete this course. **Mac** versions of **Office** do **NOT** include **Access** and have a different interface/format for the other applications. When you complete coursework for this course outside the **Tech Mall**, you **MUST** have access to a computer which meets the computer requirements for the course, **Blackboard**, and a strong Internet connection.



Assignment Schedule

Are there any tests to take? Any real work to do, like homework? Ahhhhh.....

Because this is a broad survey course, you will be exposed to many related computing concepts and terminology in the **Discovering Computers 2016** text. These concepts and the terminology will prove to be valuable to you in education and later in your working world. Here you will spend the time learning or confirming your overall understanding in this computing area. These various components of computing really will prove to be very valuable in your life. When you listen to someone in this field explain some new breakthrough or converse with you, you will have a better grip on the terminology, what it means and how it functions.

You will read and be tested on twelve chapters in the **Discovering Computers 2016** text. A chapter test will be given on each chapter, as well as mid-terms and a final exam.

There will also be plenty of trainings, tasks, projects and exams with Microsoft Office. We spend the most time with Excel and Access, and a couple weeks with Word and one with PowerPoint. All the details will be shared from within Blackboard.

Here is a tentative list of our general schedule, which is **subject to change**:

Spring 2017 Schedule - CSIS 110

Week	Starts	Discovering Computers		SAM Office Tasks	
		DC 2016	Exam Due	SAM Tutorial	Due
1	30-Jan	Chapter 1	2/12	Word1	2/12
2	6-Feb	Chapter 2	2/12	Word2	2/12
3	13-Feb	Chapter 3	2/19	Excel1	2/19
4	20-Feb	Chapter 4	2/16	Excel2	2/26
5	27-Feb	Exam #1	In Class	Excel3	3/5
6	6-Mar	Chapter 5	3/12	Review 1-3 + Capstone Exam	
7	13-Mar	Chapter 6	3/19	Excel 4	3/19
8	20-Mar	Chapter 7	3/26	Excel 5	3/26
	27-Mar	Spring Break - hooray!			
9	3-Apr	Chapter 8	4/9	Excel 6	4/9
10	10-Apr	Exam #2	In class	Review 4-6 (Excel Exam #2)	
11	17-Apr	Chapter 9	4/23	PowerPoint 1	4/23
12	24-Apr	Chapter 11	4/30	Access1	4/30
13	1-May	Chapter 10	5/7	Access2	5/7
14	8-May	Exam #3	In Class	Access3	5/14
15	15-May	Chapter 12	5/21	Access 1-3 Capstone	
16	22-May	Review / Flexible Week		and Access Exam	
17	30-May	Final Exam		Final Exam	

Due Dates

You must submit your course work by the due date indicated on the assignment schedule. Some chapters may require more time to complete than others. It is your responsibility to allocate the time needed to complete your work. Do not wait until the due date to begin your work.

Evaluation

- The student will be expected to demonstrate a basic understanding of the course objectives by obtaining a passing grade on text quizzes, lab assignments, exercises and examinations. Reading quizzes may be given after each text chapter is completed; one quiz per week. Special exercises and small projects will be given on a regular basis to assist student understanding of key concepts.
- The course grade will be based upon the distribution of total points earned on examinations, quizzes, lab assignments, class participation and exercises.
- Grading distribution will consist of: (Note: this may change during the semester as we have first-hand experience with the SAM system.

"Discovering Computers" Quizzes and Exams	30%
Final Exam	10%
Hands-on Exams (Office)	15%
Participation/Discussion Board/In-class Quizzes	15%
Microsoft Office SAM Tasks	30%
Total	100%
CSIS 110 Grade scale	

d. The grading scale will be:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 0 - 59%

Note: Plus and Minus grades may be assigned. This will be up to the discretion of the instructor, and grades will be assigned accordingly for the lower and upper 2.4% of each group. Example, 80-82.4 = B- and 87.5-89.9 = B+. There will not be any grades assigned of C-, D+ or D-.

e. There will be a brief oral presentation during the semester required, counted the same weight as one quiz (not dropped).

f. Final exam date: As stated in Course Schedule.

Attendance Requirements & Drop Policy

a. As required by the administration of Grossmont College, attendance will be taken during each class. Attendance is not explicitly considered in determining a student's grade. However, since material covered in each class often builds on subjects treated in previous classes, students missing a class early in the semester may have trouble catching up in the course.

b. It is the responsibility of the student desiring to drop the course to turn in the necessary drop forms, BY THE PUBLISHED DROP DATE. The instructor will not necessarily drop students who are no longer attending class, but

reserves the right to drop students who have missed the equivalent of **two weeks of class** or are more than **two weeks behind** on assignments.

c. If students know that they might have to miss a class, they should notify the instructor in advance and make arrangements to find out the nature of future lecture material and assignments. In any case, it is the student's responsibility to study lecture or lab material covered in missed classes as obtained from a fellow student and complete all assignments. The instructor should be consulted immediately if particular problems ensue.

d. There will be no make-up exams. Late homework will not be accepted. If you must miss an exam, let me know in advance. The scoring for any late exams, if approved and with immediate notification, subject to 10% penalty.

Methods of Instruction

a. Classes will consist of interactive lectures, hardware and software demonstrations, in-class microcomputer application exercises and projects, quizzes and examinations. Students will get "hands-on" experience in the usage of using word processing, spreadsheet, database, and presentation software applications, as they relate to "real world" tasks. Students will become thoroughly familiar with relevant hardware and software systems available in the microcomputer labs. Students should expect to work hard, concentrate seriously, and participate regularly during class.

b. In this course, it will be assumed that the student has no significant background in computer science and data processing. As a result, a strong foundation based on fundamental concepts must be developed during the first few weeks of the course.

c. The amount of material and number of subject areas to be covered in a course of this nature is significant. As a result, the amount of class time allocated for this course will be fully utilized and the student should endeavor to participate fully.

d. The instructor will be available to answer student questions, help with individual problems, and cover troublesome material throughout each class. Students having problems should not hesitate to consult the instructor as soon as possible. Many times a few moments of consultation will help a student get quickly moving forward in the course.

e. It has been found that one best learns how to use a computer by sitting down, committing one's body and mind, and **using** the computer, not simply by reading and taking exams. Since it is the objective of this course to develop in a student the ability to utilize the computer in a business environment, the student may reasonably expect to be assigned meaningful projects progressing from relatively simple to more complex.

Added from Grossmont College:

Grossmont College Policy on Cheating and Plagiarism:

Academic Integrity:

It is the responsibility of each student to understand the actions and behaviors that constitute academic dishonesty, including plagiarism and cheating, within each class as well as other venues on campus. Students are encouraged to ask questions of instructors and are expected to read the college's statement on Academic Fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library and College expectations for academic integrity range from a failing grade on an assignment, quiz, exam, paper, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information and/or further clarification, please consult with your instructor or contact the Student Affairs Office.

Accommodations for Students with Disabilities:

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Disabled Student Programs & Services (DSPS) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students may contact DSPS in person in room 60-120 or by phone (619) 644-7112 (voice). Video Phone for the Deaf [(619) 567-7712] or TTY users can call the DSPS voice number through California Relay Services.

<http://www.grossmont.edu/dsps/>

Supervised Tutoring Referral:

Students are referred to enroll in the following supervised tutoring courses if the service indicated will assist them in achieving or reinforcing the learning objectives of this course:

IDS 198, Supervised Tutoring to receive tutoring in general computer applications in the Tech Mall;
English 198W, Supervised Tutoring for assistance in the English Writing Center (Room 70-119); and/or
IDS 198T, Supervised Tutoring to receive one-on-one tutoring in academic subjects in the Tutoring Center (Room 70-229, 644-7387).

To add any of these courses, students may obtain Add Codes at the Information/Registration Desk in the Tech Mall.

All Supervised Tutoring courses are non-credit/non-fee. However, when a student registers for a supervised tutoring course, and has no other classes, the student will be charged the usual health fee.

ASSIGNMENT DETAILS

DISCUSSIONS

There will be shared discussion posts. Before you begin posting in the discussion board you must first read the **Discussion Board Rules**. After reading the discussion board rules, you will submit your initial post based on the questions provided in **Blackboard** for each forum on the due date listed in the **Syllabus** and **Schedule of Assignments**. Please read carefully the **Discussion Rules** in **Blackboard** very carefully to ensure you get full credit.

TRAININGS

There are two types of training in this course and both of them are completed in SAM in a simulation format. Training are **OPTIONAL** and **DO NOT** carry any weight in points towards your grade, **EXCEPT FOR EXCEL CHAPTERS 4, 5, and 6**. However, your chances of successfully completing the other aspects of the course will increase significantly by completing the trainings. Please read the training details below for details on both types of trainings.

Office Training: The office trainings are directly associated with the **Microsoft Office** part of this course. They are completed in **SAM** in a simulation format. The simulation opens a window where you will practice tasks as you would in the actual software, but it is not the actual software. They are designed to show you how to complete different tasks and methods in every chapter of **Microsoft Office** we will cover in this course. You will have the ability to **Observe, Practice** and **Apply** critical tasks needed to complete the **Microsoft Office** parts of this course in the **Office Trainings**.

Discovering Computers Training: The discovering computers trainings are directly associated with the **Discovering Computers** part of this course. They are designed to show you how to complete different tasks and methods in every chapter of **Discovering Computers** we will cover in this course

PROJECTS

The Projects in this class will both be downloaded from and uploaded into **SAM**.

Office Textbook Project: This project is found in **SAM** and has you download a **Start File** that must be used. It also provides you with a link to the corresponding chapter in the **eBook** being covered in the project. You are to read the **eBook** chapter and complete all of the steps and apply those steps into the **Start File**. **DO NOT** create a new file, it has to be the **Start File** you download.

Office SAM Project: This project is found in **SAM** and has you download a **Start File** that must be used. It also provides you with a link to another file with step-by-step instructions. You are to read these instructions and apply those steps into the **Start File**. **DO NOT** create a new file, it has to be the **Start File** you download.

For both types of projects some of the **Start Files** may be blank and others may have pre-existing content. Regardless if the file has content or not you **MUST** use the **Start File** provided. If you create your own file it will mark you wrong. After you complete these projects you will upload them in the same location you downloaded them from. You will only submit the completed **Start File** for each project.

EXAMS & QUIZZES

In this course there are **several** types of exams and quizzes you will complete. Most are completed in **SAM** and are automatically graded.

Office Exam: The **Office Exams** are directly associated with the **Microsoft Office** chapter being covered in the current week of the course. These exams are very similar to the **Office Trainings**. The only difference is that you will not have the ability to **Observe**, and **Practice** only to apply the skills you should already know by completing the trainings and projects. This is why completing the **Office Trainings** first is **HIGHLY** recommended.

Discovering Computers Chapter Exams: The **Discovering Computers Exams** are directly associated with the **Discovering Computers** chapter being covered in the current week of the course. These Exams come directly from the e-textbook readings and are very similar to the **Discovering Computers Trainings**. This is why completing the **Discovering Computers Trainings** first is **HIGHLY** recommended. So is reading the chapter and understanding the Key terms.

Discovering Computers Midterm Exams: The **Discovering Computers Midterm Exams** are similar to the Chapter Exams, yet they cover more chapters. There will be Three (**3**) **Discovering Computers Exams**. The **first** will cover **chapters 1-4**, **second** covers **chapters 5-8**, and the **third** covers **chapters 9-11**.

FINAL EXAM

The **Final Exam** for the course comprehensive, covering primarily the Discovering Computers content from chapters 1 – 12.

LATE PENALTIES & EARLY WORK

Projects, Discussions, Quizzes, Exams and Final Exam

No late Discussions, Quizzes, Exams or Final Exam will be allowed. Certain exceptions will be made on an individual case only for unforeseen circumstances.

Early Work

You may complete any aspect of the class as early as it becomes available.