EL CAMINO COLLEGE COMPTON CENTER
Spring 2012 / February 11, 2012 to April 6, 2012
Course # CIS 13 Section Number: 9537
Title: Introduction to Computer Information Systems
Instructor: Dovard Ross, MBA

El Camino College Mission statement: The mission of El Camino College is to meet the educational needs of our diverse community and ensure student success by offering quality comprehensive educational opportunities.

Instructor Contact and Other Pertinent Information

Phone: (310) 900-1600, Ext. 2459

Instructor's Office Location: Etudes and VT114

Office Hours: Virtual (Etudes) on Monday and Wednesday, 8 pm to 9 pm and on campus Tuesdays and Thursday, from 12 to 2pm

E-Mail: dross@elcamino.edu

Website: www.compton.edu

Lecture Meeting Location: This is an **online course** conducted on the Etudes Website at www.myetudes.org *This is a 3-unit course and requires 54 hours of during the 8 week semester.*

Units: 3 Units (2 hours lecture, 3 hours lab)

Required Textbooks
Title of Text (1): Digital Planet: Tomorrow's Technology and You, Complete
Author's: George Beekman and Ben Beekman
Edition: 10th
ISBN and Publisher: 978-0-13-136740-1 Prentice Hall

Title of Text (2): Exploring Microsoft Office 2010 Brief, 1st
Author's: Grauer, Poatsy, Hulett
ISBN and Publisher: 978-0-13-209153-4 Prentice Hall

Supplemental Materials: Recommending an unfettered access to Microsoft Office 2010

I. Course Description:

This course is an introduction to computers and application software. It is designed as both an introduction and an entry level overview for other Computer Information Systems classes. The class covers operating systems, computer security, application software, and hardware. Laboratory exercises focus on application software including spreadsheets, word processors, databases, presentation tools, and the use of the Internet.

II. Course Prerequisites:

Recommended Preparation: eligibility for English A

III. Course Objectives:

Students will learn the following:

1. Use Internet browsers to locate research databases.
2. Compare and contrast the effects of Boolean logic operators.
3. Use word processing, spreadsheet packages, database managers, and presentation tools.
4. Describe various computer hardware configurations, including an explanation of operating systems.
5. Analyze system risks, perform computer maintenance, and establish computer security.
6. Identify various disciplines where computers can be useful in problem solutions, information retrieval, control and forecasting.
7. Analyze and design systems and implement solutions.
8. Analyze the use and application of computers in a variety of environments.

V. Student Learning Outcomes: Upon completion of the course, students should demonstrate the following skills:

1. Given a topic, use an internet browser and multiple search engines to generate appropriate information for a research paper.
2. Given a set of conditions, compare and contrast the effect of Boolean logic operator.
3. Demonstrate the use of common business software such as word processing, spreadsheets, database manager, and operating system.
4. Using presentation tools create a presentation following the design and content guidelines.
5. Given user need scenarios, specify various computer hardware configurations, including an explanation of operating systems.

6. Using a computer system as a basis, analyze system risks, perform computer maintenance, and establish computer security.

7. Identify various disciplines where computers can be useful in problem solving, information retrieval, and control and forecasting.

8. Given a case study, analyze and design systems and implement solutions.

9. Given a variety of business scenarios, analyze the use and application of computers in a variety of environments.

10. Given user scenarios for electronic communication identify appropriate hardware and software.

11. (Creating a Word document that contains a table and a chart)

12. Students will create a Word document containing a three row, four column table including a title row with table results reflected in a chart.

VI. Assessment Activities:

1. Quizzes

2. Examination on the materials covered, that may include:
    a. Terminology
    b. Key Concepts
    c. Critical Thinking
    d. Microsoft Office 2010 Applications

3. Online Class Discussions (Participation and Contribution)

VII. Evaluation Criteria

Teaching Methods and Methods of Evaluation:

1. *Lectures:* Important material from the text and outside sources may be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Student discussion is paramount to the student's success in this course.

2. *Assignments:* End of chapter activities; to include Definition of Terms, Chapter content, and Critical Thinking Exercises.

3. *Quizzes and Exams:* Two exams will be given; the Mid Term covering Chapters 1 to 7; and the Final exam covering Chapters 8 to 15. There will be four quizzes covering Microsoft Office 2010 Applications; Access, Excel, Word, and PowerPoint.

4. *Online Class Discussions (Participation):* Student participation will be graded by the level of class participation and attendance[1]. Some of the characteristics of effective class participation are:

   a. Are the points that are made relevant to the discussion in terms of increasing everyone's understanding, or are they merely regurgitation of case facts?

   b. Do your comments take into consideration the ideas offered by others earlier in the class, or are the points isolated and disjointed? The best contributions following the lead off tend to be those, which reflect, not only excellent preparation, but good listening, and interpretative and integrative skills as well.

   c. Do your comments show evidence of a thorough reading and analysis of the case?

   d. Does the participant distinguish among different kinds of data; that is, facts, opinions, assumptions, and inferences?

   e. Is there a willingness to test new ideas or are all comments cautious "safe"?

   f. Is the participant willing to interact with other class members by asking questions or challenging conclusions?

5. *Outstanding Contributor:* Contributions in class reflect thorough preparation. Ideas offered are usually substantive; provide one or more major insights, as well as, direction for the class. Arguments, when offered, are well substantiated and persuasively presented. If this person were not a member of the class, the quality of the discussions would be diminished significantly.

6. *Good Contributor:* Contributions in class reflect <u>thorough</u> preparation. Ideas offered are usually substantive; provide good insights and sometimes direction for the class discussion. Arguments, when presented, are, generally, well substantiated and are often persuasive. If this person were not a member of the class, the quality of the discussion would be diminished considerably.

7. *Adequate Contributor:* Contributions in class reflect satisfactory preparation. Ideas offered are sometimes substantive, provide generally useful insights, but seldom offer a major new direction for the discussion. Arguments are sometimes presented, and are fairly well substantiated and sometimes persuasive. If this person were not a member of the class, the quality of the discussions would be diminished somewhat.

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[1] Students who do not show online activity for a period that exceeds 7 calendar days may be dropped from class.

8. *Non-participant:* This person has said little or nothing in this workshop or class. Hence, there is no adequate basis for evaluation. If this person were not a member of the class, the quality of the discussions would not be changed.

9. *Unsatisfactory Contributor:* Contribution in class reflects inadequate or non-existent preparation. Ideas offered are seldom substantive; provide few, if any, insights; and rarely provide a constructive direction for the class discussion. Integrative comments and effective arguments are completely absent. Class contributions are, at best, "time fillers" efforts to make isolated, obvious, or confusing points. If this person were not a member of the class, valuable class time would be saved.

VII. Grading Scale

Grade	Criteria	Points	Activities and Percentages	Maximum Points
A	Far exceeds the standard	.GT. 965	Orientation and Introduction (1%)	15
B	Exceeds the standard	900 to 964	Fifteen End of Chapter Assignments 10 points each (13%)	150
C	Met the standard	800 to 899	Four Microsoft Office Projects @ 25 points each (9%)	100
D	Barely met the standard	700 to799	Two Thinking Cases @ 25 points each (4%)	50
F	Did not meet the standard	.LT. 700	Fifteen Original Online Discussion Postings @ 10 points each (13%)	150
			Fifteen Secondary Online Participation/Discussions @ 10 points each (13%)	150
			Four Microsoft Office Quizzes @ 25 points each (9%)	100
			Midterm and Final Exams @ 200 points each (36%)	400
			Totals	**1115**

VIII. Attendance Requirements:

A. Attendance in the first online class week

Students who enroll in class but do not attend any of the 3 scheduled online orientations may be dropped from the roster. **PLEASE NOTE: A student who registers for a class and never attends is still responsible for dropping the class.**

B. Attendance without official enrollment

Students will not be permitted to attend classes in which they are not enrolled. *Not applicable to online classes.*

C. Attendance during semester

A student may be dropped from class when the number of hours absent exceeds the number of units assigned to the course. Etudes accurately record your online activity. If your absences and tardiness exceed the unit value of the course, you can be dropped. This rule also applies to excessive absences due to illness or medical treatment.

IX. Statement of Student Conduct:

A. Instructor expectation of student conduct [2]

Conduct at El Camino College must conform to the laws of the State of California, District Policies, and campus rules and regulations. The El Camino College faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in this policy are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property or while attending any college-sponsored event. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions as noted in Section II, may be taken against any person who engaged in behavior defined as misconduct as listed in Section B.

B. Late/Missed assignment policy

Late work will not earn the full points possible. Students will lose two points for each day the assignment is late. Assignments must be submitted by the end of the workshop. No assignments will be accepted after the end of the final on-ground meeting.

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[2] Please refer to Board Policy 5500 Standards of Student Conduct at www.elcamino.edu

C. Academic conduct, cheating, plagiarism

Classroom Misconduct

1. Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the College.

2. Violation of college policies or off-campus regulations, including but not limited to campus regulations concerning student organizations, the use of college facilities, or time, place, and manner of public expression.

3. Continued disruptive behavior, continued willful disobedience, profanity or vulgarity, or continued defiance of the authority of, or abuse of, college personnel or to anyone on campus.

4. Willful misconduct which results in injury or death to a student or college personnel.

5. Verbal, online, and physical assault, battery, sex crimes including sexual assault or rape, or any threat of force or violence upon a student or college personnel.

6. Sexual harassment which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

7. Online obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to its

8. Unauthorized entry to or use of college facilities, equipment or supplies.

D. Cheating or Plagiarism Policy

This policy applies to all forms of dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the college.

1. Examples of Cheating

a. Falsifying or attempting to falsify attendance records and/or grade rosters;

b. Changing answers on a previously scored test, assignment or experiment with the intent to defraud;

c. Inventing data for the purpose of completing a laboratory experiment or case study analysis with the intent to defraud;

d. Giving and/or taking information during an examination by any means such as sign language, hand signals or secret codes;

e. Obtaining copies of notes, exams or exam questions by any means other than distribution from the instructor. (This includes copying and removing exam questions from the classroom for any purpose.);

      f. Using study aids such as calculators, tape recorders or notes that have been specifically prohibited by the instructor.

2. Examples of Plagiarism

      a. Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies;

      b. Copying or allowing another student to copy from one's paper or answer sheet during an examination;

      c. Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips or attendance;

      d. It is plagiarism to go to the Internet, find an article, copy it to the clipboard and then drop it into your word processor. Listing the article as a reference on the last page will not cover you. This is plagiarism.

3. Avoiding Plagiarism

      a. There are a few things that you can do that will help you to avoid being charged with academic dishonesty. Please note the following:

      b. Anytime that you use the words *or ideas* of another person without giving credit, it is considered plagiarism, **WHETHER YOUR ACTIONS ARE INTENTIONAL OR NOT!**

      c. Differences between direct and indirect quotes:

         1). Direct Quotes: Includes the exact wording from the source.

         2). <u>Indirect Quotes</u>: Summarizes or paraphrases the content from the source.

      d. Punctuation requirements: ALL word-for-word quotations MUST be placed in quotation marks.

      e. Exception to the rule: Common Knowledge – if the same information can be found in three or more sources and those sources do not cite an earlier source, the information is considered common knowledge. Also, commonly known facts (e.g., Washington, D.C. is the capital of the U.S.) do not need a citation, even if you had to look them up.

      f. When in doubt, <u>**CITE**</u>.

E.   Consequences for Cheating or Plagiarism

Given alleged violation of the Standards of Conduct, any or all of the following actions may be imposed:

1. When there is evidence of cheating or plagiarism in classroom work, students may receive an F for that piece of work or may be suspended from all classes for that term and the following term if deemed appropriate.

2. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred. This action is based on information that the instructor had.

3. The instructor may dismiss the student from the class or activity for the present and/or following class session(s)

4. The instructor may recommend suspension or expulsion of the student from the college as stipulated in ECC's Policy BP5138, Section IIB6 and 8. This recommendation must be in accordance with El Camino College's Due Process and Disciplinary Procedures.

5. The instructor will complete the Academic Dishonesty Report Form and submit it to the Academic Affairs Office.

XI. Disclaimer Statement:

Students will be notified ahead of time when and if any changes are made to course requirements or policies

XII. Semester schedule of topics and assignments are shown in the following schedule:

In the schedule below:

- B & B indicates the Beekman and Beekman textbook
- EOC indicates End of Chapter

Weeks	Assignments/Quizzes	Online Class Discussions	End of Chapter Assignments Due	MS Office Exams
One 2/11 to 2/17	• Online Orientation and Class Introductions • Syllabus • Chapter 1—Exploring Our Digital Planet (B & B) • Chapter 2—Hardware Basics: Inside the Box (B & B) • **Microsoft Word**	• Chapter 1 • Chapter 2 • **Microsoft Word Project**		

Two 2/18 to 2/24	• Chapter 3—Hardware Basics: Peripherals (B & B) • Chapter 4—Software Basics: The Ghost in the Machine (B & B) • Chapter 5—Productivity Applications (B & B)	• Chapter 3 Online Discussions • Chapter 4 Online Discussions	• Chapter 1 EOC Assignment • Chapter 2 EOC Assignment	Word Exam
Three 2/25 to 3/2	• Chapter 6—Graphics, Digital Media, and Multimedia (B & B) • **Microsoft Excel**	• Chapter 5 Online Discussions • Chapter 6 Online Discussions • **Microsoft Excel Project**	• Chapter 3 EOC Assignment • Chapter 4 EOC Assignment	
Four 3/3 to 3/9	• Chapter 7—Database Applications and Privacy Implications (B & B) • Chapter 8—Networking and Digital Communication (B & B)	• Chapter 7 Online Discussions • Chapter 8 Online Discussions	• Chapter 5 EOC Assignment • Chapter 6 EOC Assignment	Excel Exam
Five 3/10 to 3/16	• Chapter 9—The Evolving Internet (B & B) • Chapter 10—Computer Security and Risks (B & B) • **Microsoft Access**	• Chapter 9 Online Discussions • Chapter 10 Online Discussions *MID TERM ON CHAPTERS 1 TO 7* • **Microsoft Access Project**	• Chapter 7 EOC Assignment • Chapter 8 EOC Assignment	
Six 3/17 to 3/23	• Chapter 11—Computers at Work, School, and Home (B & B) • Chapter 12—Information Systems in Business (B & B)	• Chapter 11 Online Discussions • Chapter 12 Online Discussions	• Chapter 9 EOC Assignment • Chapter 10 EOC Assignment	Access Exam
Seven 3/24 to 3/30	• Chapter 13—E-Commerce and E-Business: The Evolving Internet Economy Chapter (B & B) • 14—Systems Design and Development (B & B) • **Microsoft PowerPoint**	• Chapter 13 Online Discussions • Chapter 14 Online Discussions • **Microsoft PowerPoint Project**	• Chapter 11 EOC Assignment • Chapter 12 EOC Assignment	

Eight 3/31 to 4/6	• Chapter 15—Is Artificial Intelligence Real? (B & B)	• Chapter 15 Online Discussions **FINAL ON CHAPTERS 8 TO 15**	• Chapter 13 EOC Assignment • Chapter 14 EOC Assignment • Chapter 15 EOC Assignment	PowerPoint Exam

Spring 2012 Calendar	Days and Dates
Spring Semester Classes Begin	Saturday, February 11, 2012
Weekday Classes Begin	Monday, February 13, 2012
Washington's Day Holiday (Campus Closed)	Monday, February 20, 2012
Last Day to Challenge Residency Status for Current Semester	Friday, February 24, 2012
Last Day to Add (Full Semester Classes)	Friday, February 24, 2012
Last Day to Drop and be Eligible for Enrollment Fees	Friday, February 24, 2012
Last Day to Apply for Graduation and Certificates (1:00 pm)	Thursday, March 1, 2012
Last Day to Drop Without Notation on Permanent Record	Friday, March 9, 2012
Spring Recess (Faculty and Students)	Saturday-Friday, April 7-13, 2012
Mid-Term Classes Begin	Saturday, April 14, 2012
Last Day to Drop with a "W"	Friday, May 11, 2012
Memorial Day Holiday – Campus Closed	Monday, May 28, 2012
Commencement	Thursday, June 7, 2012
Spring Semester Ends	Friday, June 8, 2012