



Course Syllabus

Survey of Computer Information Systems

CIS 105

Class #
54271

Mon and Wed
10:30 to 11:45 a.m.

Room CM447

General Information

Instructor:	Jim Elam
Office Phone:	(480) 423-6262
Office Location:	CM 418
E-mail:	jim.elam@sccmail.maricopa.edu
Course Web Site:	www.jimelam.com
Remotely access programs and files using MySCC	https://myscc.scottsdalecc.edu
Computer Lab locations:	CIS Lab: CM442 Student Tech Center: IT100

Course Topics/Objectives

- 1. Explain fundamental computer concepts and terminology, including:**
 - hardware/peripherals/software;
 - communications, networking and Internet technologies, security issues;
 - emerging technologies;
 - relational database concepts;
 - Computer Programming concepts and terminology.
- 2. Use beginning to advanced techniques in the following software programs to solve problems:**
 - Microsoft Word 2007 (for word processing),
 - Microsoft Excel 2007 (for spreadsheet construction),
 - Microsoft Access 2007 (for database)
 - Microsoft PowerPoint 2007 (for presentation graphics).
- 3. Plan and write simple computer programs using Visual Basic .NET 2008**

Required Textbooks

The following two books are bundled together in the SCC bookstore:

- **Technology in Action Sixth Edition - Complete** by: Alan Evans, Kendall Martin, and Mary Anne Poatsy. Person Prentice Hall. ISBN: 978-0-13-504624-1
- **Exploring Microsoft Office 2007 Volume 1 – 2nd Custom Edition for SCC – by: Grauer, Hulett, et al. Prentice Hall.** ISBN: 978-0-558-34789-5
- *I will provide you with a Visual Basic Programming Workbook towards the end of the semester.*

Office and Lab Hours

Office Hours in room CM418:

Mon	Tues	Wed	Thurs	Fri
12:00 - 12:50	9:30 - 10:20	12:00 - 12:50	9:30 - 10:20	9:00 - 9:50

Lab Hours:

Mon	Tues	Thurs	Fri
2:00 -3:00 CIS Lab – CM442	1:55 to 2:45 CM447	1:55 to 2:45 CM447	11:30 -1:00 CIS Lab – CM442

Class Guidelines

- **Attend class and take notes!** Lectures and activities will include information that is not in the text but will be included on tests or necessary to complete assignments.
- **Review your class notes after each session;** also practice the software skills soon after they are covered in class.
- **There will be in-class assignments.** Throughout the semester there will be in-class assignments that will be graded during class and count towards your homework percentage. **These assignments cannot be made-up.**
- **If you have any questions, at any time, then ask.**

Grading

- Attendance and Class Participation will account for 7% of your grade.
- There will be 3 tests, each worth 14% of your grade (for a total of 42%).
- Homework and in-class assignments will account for 26% of your grade.
- There will also be a comprehensive multiple-choice final that will account for 25% of the course grade.

Item	Points	Weight
Attendance/Participation	35	7%
Test #1	70	14%
Test #2	70	14%
Test #3	70	14%
Homework and in-class assignments	130	26%
Final Exam	125	25%
Total	500	100%

Final Grade Scale

Points	Grade %	Final Grade
450-500	90% - 100%	A
400-449	80% - 89.9%	B
350-399	70% - 79.9%	C
300-349	60% - 69.9%	D
0-349	< 59.9%	F

Homework Guidelines

- Homework assignments and due dates will be announced in class through-out the semester.
- **Homework will be due at the beginning of the class period on the assigned due date.** Homework submitted after the beginning of the class session will not be graded at the instructor's discretion. During the semester you may submit **one** assignment late with no reduction in points. This assignment must be submitted by November 30th.
- In order to receive full credit on homework assignments, you must accomplish all the objectives of the assignment and **your work must be professional**. For example, homework assignments should be free of typos, spelling errors, and grammar errors. **Proofread your work!**

- For most assignments you will need **Microsoft Office 2007** (which includes **Word**, **Excel**, and **PowerPoint**). If you do not have these programs, you can access them by using **MySCC** at:

<https://myscc.scottsdalecc.edu>

You will also be able to access any files you have saved at SCC, or files you will need for assignments. The CIS Lab in CM 442 is also available

Absences

You are required to attend all class meetings. You cannot be successful in this class if you miss 20% or more of the meetings, **EVEN IF THE ABSENCES ARE EXCUSED!**

Therefore, after missing 6 class meetings – excused or unexcused – you may be withdrawn from the course at the instructor’s discretion.

If you miss class time you are responsible for any material covered during that time.

Make-up Tests/Exams

In general, make-up tests are not allowed. In cases of extreme personal crisis or emergency, a make-up may be allowed at the instructor’s discretion. **You must contact me with-in 24 hours of the time of the test - via e-mail, phone message, or in person - regarding such a situation.** Note that the make-up exam may be more difficult and that a point reduction may be applied.

Academic Dishonesty

The SCC General Catalog makes reference to student conduct and responsibility. Academic dishonesty of any kind will not be tolerated in CIS courses. Specifically, this includes:

- **Copying another student’s work and turning it in as one’s 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.**

Cheating/Plagiarism on an assignment will result in a grade of zero for all students involved. A second incident of cheating will result in a failing grade for the course.

Cheating/Plagiarism on a test or exam will result in a failing grade for the course.

Any form of Cheating/Plagiarism may result in a letter to the Dean of Students recommending further action such as suspension or expulsion from the college.

Disability Accommodations

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact Disability Resources & Services office, Building SC-144, 480-423-6517.

MCCCD's Sexual Harassment Policy

Everyone in this class, including the instructor, must adhere to the policy of the Maricopa Community College District which states:

“The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.”

Classroom Conduct

Teaching this course is important to me and I must be able to concentrate and do my job. ***Students who continually disrupt the class through any activity that interferes with the teaching and learning process will be required to leave the class session. The dean of students may be notified of the disruptive behavior, resulting in further disciplinary action.***

Disruptive activities that interfere with the teaching and learning process

Examples include:

- repeated unnecessary talking
- repeated interruptions
- cell phone use (ringing, text messaging, calling, picture taking, etc.)
- surfing the Internet
- instant messaging
- using the computers inappropriately
- repeatedly leaving class and returning
- repeated lateness
- repeated early departure

Student(s) participating in these activities may be asked to leave the class. Repeated incursions may result in a letter to the Dean of Students recommending further action such as suspension or expulsion from the college. If you miss class time you are responsible for any material covered during that time.

Cell Phones

Cell phones must be turned off during class time.

Food or drinks in class

Food is not allowed in CIS classrooms.

Week 9	Oct 18, 20	Test #2 Mon, Oct 18 Introduction to Excel 2007	<i>Grauer Excel Chps. 1 – 3 and your notes</i>
Week 10	Oct 25, 27	Excel: Formulas and Functions	<i>Grauer Excel Chps. 1 – 3 and your notes</i>
Week 11	Nov 1, 3	Excel: Charts / Excel: Additional Topics	<i>Grauer Excel Chps. 1 – 3 and your notes</i>
Week 12	Nov 8, 10	Microsoft PowerPoint 2007 Software Programming Concepts	<i>Grauer PowerPoint Chp 1 and your notes</i> <i>Evans Chapter 10, Handout, and your notes</i>
Week 13	Nov 15, 17	Test #3 Mon, Nov 15th Visual Basic	<i>VB Workbook: Lesson 1</i>
Week 14	Nov 22, 24	Visual Basic	<i>VB Workbook: Lesson 2</i>
Week 15	Nov 29, Dec 1	Visual Basic	<i>VB Workbook: Lessons 2 and 3</i> <i>VB Workbook: Lessons 3 and 4</i>
Week 16	Dec 6, 8	Visual Basic Review for Final	<i>VB Workbook: Lesson 4</i>
FINAL EXAM Wednesday, Dec 15th 9:30 a.m. to 11:20 a.m. In our classroom			

SCC General Education “WOVeN” Statement

General Education enhances students’ abilities to critically analyze information and ideas and effectively communicate in Written, Oral, Visual, and Numerical form.

General Education is WOVeN through the curriculum at Scottsdale Community College.

College Statement on Promoting a Positive Learning Environment

To establish a positive learning environment for this class:

As an instructor,

I am expected to be professional, courteous, respectful, and empathetic to students – and to:

- Begin and end class on time –
- Be prepared for each class session –
- Provide academic feedback and grade assignments in a timely matter –
- Be available for individual consultation –
- Clarify assignments and inform students of any adjustments to the class schedule

As a student,

You are expected to be reflective, courteous, respectful, and empathetic to classmates, instructor, and other College staff assisting you in your learning – and to:

- Be in class and be on time –
- Be prepared for class sessions –
- Participate in class activities –
- Follow instructions and complete assignments –
- Keep up with and turn in assignments by the due dates –
- Put forth your best effort –
- Ask questions when you don't understand –
- Maintain knowledge of your grade status –
- Contact instructor right away about concerns or situations that interfere with your success in the class –
- Comply with policies found in this syllabus the College catalog and the student handbook

I have received the syllabus for Jim Elam's CIS105 course for the fall 2010 semester. I have read the syllabus and/or the policies in the syllabus have been explained to me.

Name: _____

Date: _____