



Course Syllabus

Spring 2012

Survey of Computer Information Systems

CIS 105

Class #
34102

Mon and Wed
12:00 to 1:15 p.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 Note: Blackboard will not be used for this course. Announcements, assignments, due dates, etc., will be posted on my web site	www.jimelam.com
MyITLab used to complete many assignments.	www.myitlab.com
Remotely access programs and files using MySCC	https://myscc.scottsdalecc.edu
Computer Lab locations:	CIS Lab: CM446 Student Tech Center: IT100

Course Topics

1. *Fundamental computer concepts and terminology, including:*
 - hardware/peripherals/software
 - communications, networking and Internet technologies, security issues
 - emerging technologies
2. *Applications Software*
 - Microsoft Word 2010 (for word processing)
 - Microsoft PowerPoint 2010 (for presentation graphics)
 - Microsoft Excel 2010 (for spreadsheet construction) – **in depth**
 - Microsoft Access 2010 (for database) – **in depth**
3. *Introduction to VBA (Visual Basic for Applications)*

Required Textbook bundle

- **Computers are your Future Introductory** 12th edition by Catherine LaBerta.
- **Exploring Microsoft Office 2010 Custom Edition for SCC**
- **MyITLab Access code**

The textbook bundle includes a **custom edition for SCC** and therefore **must be purchased from the SCC bookstore**.

The bundle also includes an **access code for MyITLab** - the web hosted program we will be using throughout the semester.

Office and Lab Hours

Office Hours in CM418:

Mon	Tues	Wed	Thurs	Fri
11:00 – 11:50 am	11:00 – 11:50 am	5:00 – 5:50 pm	11:00 – 11:50 am	11:00 – 11:50 am

Lab Hours in the CIS Lab, room CM446:

Tues	Wed	Thurs	Fri
9:30 - 10:50 am	8:55 to 9:45 pm (room CM447)	9:30 - 10:50 am	10:00 -10:50 am

Class Guidelines

- **Attend class and take notes!** Lectures and activities may include information that is not in the text but will be included on tests or necessary to complete assignments.
- **In addition to homework, 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 6% of your grade.
- There will be 3 tests, each worth 13% of your grade (for a total of 39%).
- Homework and in-class assignments will account for 30% 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	60	6%
Test #1	130	13%
Test #2	130	13%
Test #3	130	13%
Homework and in-class assignments	300	30%
Final Exam (covers the entire semester)	250	25%
Total	1000	100%

Final Grade Scale

Points	Grade %	Final Grade
900 - 1000	90% - 100%	A
800 - 899	80% - 89.9%	B
700 - 799	70% - 79.9%	C
600 - 699	60% - 69.9%	D
0 - 599	< 59.9%	F

Homework Guidelines

- **Homework assignments and due dates will be posted at www.jimelam.com through-out the semester.** You will access many of the assignments directly through **MyITLab**. Other assignments will come from the **Microsoft Office 2010** book or from handouts.
- **Homework will be due at the specified date and time.** During the semester you may submit one assignment late with no reduction in points. This assignment must be submitted before **April, 19th, 2012**.
- 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 2010*** (which includes Word, Excel, PowerPoint, and possibly Access). **If you do not have these programs, you can access them off campus** by using MySCC:

<https://myscc.scottsdalecc.edu>

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 the 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. Drinks which have a lid or cap may be permitted at the instructor's discretion. Drinks should be placed away from computer equipment.

General Outline

- This is an approximate course schedule. **Any part of this schedule may change at the instructor's discretion, or due to unforeseen circumstances.**
- **Assignments, point values, due dates and schedule changes will be posted in www.jimelam.com.**
- **Plan to take notes during each class session.**

Dates		Topics	Chapter(s)/Resources
Week 1	Jan 18	Syllabus / Course policies	
Week 2	Jan 23, 25	Computer Fluency Understanding Hardware	Computers are your Future: Ch. 1 & 2 Computers are your Future: Ch. 3
Week 3	Jan 30, Feb 1	System and Application Software Operating Systems Word Processing 1. Formatting and Editing 2. Styles, Table of Contents, Index 3. Tables & Inserting Graphics	Computers are your Future: Ch. 4 & 5 Word 2010: Ch. 1 – 3
Week 4	Feb 6, 8	Word cont.	Word 2010: Ch. 1 – 3
Week 5	Feb 13, 15	Test Review Test #1, Feb 15	
Mon, Feb 20 No Class – President's Day			
Week 6	Feb 22	Spreadsheets 1. The Basics 2. Formulas – relative vs. absolute cell referencing 3. Functions – SUM, AVERAGE, MIN, MAX, Date functions Networking	Excel 2010: Ch. 1 and 2 Computers are your Future: Ch. 7
Week 7	Feb 27, 29	Spreadsheets – Functions (cont.) IF, COUNT, PMT, VLOOKUP Spreadsheets - Charts	Excel 2010: Ch. 2 Excel 2010: Ch. 3
Week 8	March 5, 7	Wired and Wireless Communication PowerPoint Spreadsheets 1. Database Functions 2. Advanced Filtering	Computers are your Future: Ch. 8 PowerPoint -Ch. 1 Excel 2010: Ch. 7
Week 9	March 12, 14	No Class – Spring Break	
Week 10	March 19, 21	Spreadsheets 3. Subtotals, Sorts, Filters 4. Pivot Tables 5. Pivot Charts	Excel 2010: Ch. 5

Week 11	March 26, 28	Spreadsheets – Macros Internet	Excel 2010: Ch. 11 Computers are your Future: Ch. 6
Week 12	April 2, 4	Test 2 Review Test #2, April 4	
Week 13	April 9, 11	Privacy and Security Databases – Intro to Relational DBs Structure – Field, Record, Table	Computers are your Future: Ch. 9 Access 2010: Ch. 1
Week 14	April 16, 18	Databases – RDBs (cont.) 1. Sorts and Filters 2. Queries 3. Expressions and Calculated Fields	Access 2010: Ch. 2 & 3
Week 15	April 23, 25	Databases 1. Pivot Tables 2. Pivot Charts Test 3 Review	Access 2010: Ch. 5
Week 16	April 30, May 2	Test #3, April 30 Databases 1. Macros 2. Visual Basic for Applications	Access 2010: Ch. 10
FINAL EXAM Monday, May 7th 11:30 a.m. to 1:20 pm. 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 spring 2012 semester. I have read the syllabus and/or the policies in the syllabus have been explained to me.

Name: _____

Date: _____