

Intro to Computer Info Systems
CIS-1 -75880/75882
Fall 2013
Presented by Steve Siedschlag

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OFFICE HOURS: (Room BE-125) Monday 10-11am, Tuesday 5pm-7pm; Wednesday 10-11am & 6-7pm.
(Success Center) Wednesday 1-5pm

TEXT: *Intro to Computer Information Systems*. ISBN: 9781285918086. This is a custom textbook bundle which may only be purchased from the Chaffey bookstore. It includes 2 textbooks along with the CD video lessons for Office. It also includes a key code for a supplement called *CourseMate* for the Concepts book and a code for a free 180-day trial of Office 2013 (Office 365). This student bundle includes the textbooks in a loose-leaf, 3-ring binder version which will reduce the price by \$35 from this past year. A binder is NOT included as we assume you can easily supply that yourself (if desired).

Start Date	End Date	Last Date to Add	Drop Grade Required	Drop Deadline
08/14/13	12/18/13	08/20/13	09/04/13	10/29/13

COURSE DESCRIPTION

Principles and applications of computers, including their role in business and society. Designed for both Computer Information Systems majors and non-majors. Fundamentals of hardware, applications software, storage, operating systems, communications, and the Internet.

This course **introduces** computer terminology and concepts. The use of a desktop operating system and popular application software is stressed. Problem solving techniques are presented through the use of **OFFICE 2013** productivity software.

STUDENT LEARNING OUTCOMES

Upon successful completion of CIS 1 with a grade of C or better:


- Students will be able to compare and contrast the use of Word Processing, Presentation, Spreadsheet, and Database Management software.
- Students will be able to compare and contrast the function and use of the major input, output, and auxiliary devices of a computer system.
- Students will compare and contrast network media, protocols, hardware, software, and security.
- Students will be able to assess searching, evaluating, and documenting information found on the Web.
- Students will be able to evaluate careers in the Information Technology field

PARTICIPATION

You **MUST** be enrolled in the appropriate **on-line** course section as detailed in the Schedule of Classes. You **MUST** have the textbooks AND logon to Moodle2 by the dates listed in course calendar (see below), or you will be **DROPPED** from the class.

You **MUST** have access to a functionally configured computer system that supports the course assignments. Unless you are using Chaffey College's computer systems, it will be **YOUR** responsibility to keep your computer maintained at the level necessary to support the course assignments.

COURSE PRESENTATION

The course is presented **on-line** through an Internet connection with 

TEXTBOOKS

The following textbook is **REQUIRED** for this course and there are NO SUBSTITUTES permitted. It is required for ALL sections (all instructors) of CIS1. This bundle is ONLY available from the Chaffey bookstore (the individual books cost \$35 more).

COMPUTER INFO SYSTEMS: CORE 1, 75880 INET **FALL 2013**

***INTRO TO COMPUTER INFORMATION SYSTEMS (CUSTOM)**

ISBN: 9781285918068
Author: BESKEEN
Edition: 15T
Year: 2013

REQUIRED

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New Purchase \$125.00

Course Subtotal: \$0.00

CLASS DETAILS

1. The teacher may officially withdraw a student for continued absence from the course, but it is YOUR responsibility to withdraw if you decide not to, or are unable to continue in the class. Failure to do so may result in a failing grade. You do not need the instructor's signature to drop the class. The Instructor cannot drop you after the Last Drop Date. It is YOUR responsibility to make sure you are properly registered in the class and have not been dropped for non-payment or non-participation. It is also YOUR responsibility to notify the instructor if you change your name during the semester. If the name in Moodle does not match the name on the Admissions and Records roster, you WILL receive an incorrect grade.
 2. Watch Due Dates and times carefully - Late work will not be accepted for ANY reason. This includes technical issues that prevent you from completing or uploading an assignment. Typically work will be due at 11:55p.m. on Fridays. There may be exceptions due to Holidays or other variables. Keep a copy of your work. It is the student's responsibility to make sure all assignments are submitted properly. Students should not expect replies to emails requesting extensions to due dates.
 3. If you need additional time to complete a test or if you require special accommodations, you must notify the instructor in a timely manner and make arrangements with DPS. This may include filling out forms that DPS will forward to the instructor. Otherwise you will be expected to adhere to general class accommodations.
 4. Each student needs to take an active part in his/her own education by reading the and checking the web site. A student is responsible for all material covered in class. The class material, as presented, assumes the student has acquired the textbook bundle. Not having the textbook bundle is not sufficient justification for a student's failure to complete assignments.
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Course Schedule

Revised 1/11/2013

(subject to revision)

18-Aug	Deadline for first logon to Moodle Deadline for first CourseMate logon	Mandatory or Drop
25-Aug	Computer Concepts Unit A	
1-Sep	Computer Concepts Units B & C	
8-Sep	Computer Concepts Unit D	
15-Sep	Windows 8 Units A & B Internet Explorer Unit A	
22-Sep	Office 2013	
13-Oct	Word Units A-D	
3-Nov	Excel Units A-D	
24-Nov	Access Units A-D	
15-Dec	PowerPoint Units A-D	
18-Dec	Final - PowerPoint Practical Assignment	

GRADING

ALL ASSIGNMENTS ARE DUE THE DAY POSTED ON THE SCHEDULE

All assignments and examinations will have a **points possible** value. Your assignments and exams will be awarded **earned points**. The percentage of **earned points** to the **possible points** will determine the letter grade. This will be for individual assignments and exams as well as the cumulative points for the course. The percentage is determined by dividing the **earned points** by the **possible points**.

A - 90% and above

B - 89-80%

C - 70-79%

D - 60-69%

F - below 60%

REQUIRED COMPUTER CONFIGURATION

(THIS IS CRITICAL INFORMATION)

If you plan to use a computer other than those available for use at Chaffey College it **MUST** meet the following configuration requirements:

Have **Microsoft Windows 7 or Windows 8** operating system installed and accessible. You cannot successfully complete this course on a Mac or event with Windows xp!

Have **Microsoft Office 2013** installed and accessible. Microsoft Works or older versions of Office are **NOT** acceptable alternatives. I will **not** accept the excuse, *"I just realized that I don't have Access on my computer"*, two days before the assignment is due. **YOU HAVE BEEN WARNED!** The **CIS** department has decided that **OFFICE 2010** is an acceptable alternative, but we cannot guarantee that instructions in textbook will be correct for 2010 in all cases.

Have sufficient speed, internal memory (RAM), and hard disk capacity to support the indicated software and the data files required to complete the assignments.

Have a broadband (DSL, Cable, Fiber) Internet connection. Dial-up Internet access will really not cut it for this class.

Have an internet browser for accessing the Internet. We recommend Internet Explorer 8 or later. Every semester one or two people try to use an unsupported browser and cannot make the course content work.

It is your responsibility to keep this configuration maintained and functional. Computer problems will not be considered as an excuse for late or missing assignments.

A WORD ABOUT DISTANT LEARNING

Online instruction, also called Distant Learning, or e-Learning, is the delivery of course content through a computer connection to a courseware server. It provides the student (user) the flexibility to 'attend' class 24 hours a day, 7 days a week, rather than a fixed meeting time of a face-to-face classroom setting.

However, this flexibility and delivery of the course has the potential of creating some real issues:

Network availability As long as your computer and the courseware server are functioning properly through the internet connection - the course material can be delivered and reacted to. However, when any one of those components fail - the course is NOT available. The college does everything within its power to maintain the courseware server. The professor does all that is within his power to see that the course site is maintained on that server. **AND - YOU** should do all that is within your power to keep your computer functioning properly - including your internet connection. Without these components - the course cannot be delivered.

Student Responsibility The only difference between the on-line environment and a traditional classroom delivery is the availability of the course material, assignments, etc. It will be very easy to ignore the established deadlines for completing assignments and taking the exams; particularly since you are doing that from the comfort and flexibility of your home. A busy schedule or home life can cause you to ignore the online class and 'put off' doing the work until 'later'. This will lead to missed assignments, late assignments, study opportunities, missed exams, and ultimately doing poorly in the class.

Recommendation: I strongly suggest that you set aside a time which becomes your 'attendance' to the online class requirements. In this way you make significant progress in the course and your required assignments are completed on time. Your course grade will reflect that progress.

Student Success Centers

Chaffey College has created a network of Student Success Centers--which offers free tutorials, workshops, learning groups, directed learning activities, and computer/resources access--to assist students in their academic development and success.

Chino Campus Success Center (Monday-Thursday 8am-8pm, Friday 10-2)

Multidisciplinary Success Center (CHMB-145) 909-652-8150

Fontana Campus Success Center (Monday-Thursday 8am-8pm, Friday 10-2)

Multidisciplinary Success Center (FNFC-122) 909-652-7408

Rancho Campus Success Centers (Monday-Thursday 8am-8pm, Friday 10-2)

Math Success Center (Math-121) 909-652-6452

Multidisciplinary Success Center* (Library) 909-652-6932

Language Success Center** (BEB-101) 909-652-6907/652-6820

A current Chaffey College photo ID card is required for all Success Center services. Walk-ins are welcome, and advanced appointments are available for most services. Call the Centers or consult the college website at www.chaffey.edu/success/ for more information.

Disability Programs & Services

Chaffey College's Disabled Students Programs and Services, or DPS, serves an estimated 1500 students across all Chaffey campuses. DPS serves students with physical, learning, and psychological/psychiatric disabilities by providing accommodations based on the type of disability and verifying documentation. Services include academic counseling, disability related counseling and referral for community resources, test accommodations, tram services, adapted computer lab, assistive technology training, assessment, and equipment loan. For more information please contact the DPS general phone line at (909) 652-6379.

Veterans and Eligible Family Members

Chaffey College's Veterans Resource Center (VRC) is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently and without impediments. If you are a veteran or eligible family member, please contact the Veterans Resource Center at (909) 652-6235 or vinc.staff@chaffey.edu for information regarding educational benefits and opportunities. The Veterans Resource Center (VRC) is located in building AD-125 on Chaffey College's Rancho Cucamonga campus.

Career Center

The Career Center helps Chaffey College students find meaningful careers. The program offers career counseling, career assessments, résumé assistance, interviewing skills preparation, job referrals, student employment, and career related workshops. The Career Center is located on the Rancho Cucamonga Campus in MACC 203. Please call (909) 652-6511 for more information.