

# Syllabus for CIS 1 - Computer Information Systems

## Course Information

Semester & Year: Fall 2022

Course ID & Section #: CIS 1 – V4369

Instructor's name: Michelle Henson

Course units: 4.0

## Instructor Contact Information

**Course delivery:** This course is delivered and taught 100% online; there are no classroom meetings.

Phone number: (530) 515-5221

Email address: michelle-henson@redwoods.edu

## Catalog Description

An intermediate-level course focusing on the principles and applications of computers, including their role in business and society, the fundamentals of information systems, database management systems, networking, e-commerce, ethics and security, and computer systems hardware and software components.

## Course Student Learning Outcomes

1. Solve common business problems using appropriate Information Technology applications and systems.
2. Demonstrate an understanding of information systems used in business.
3. Evaluate the implications of technology on society.

## Prerequisites/co-requisites/ recommended preparation

CIS-100 is the recommended preparation for this class, which means a fundamental understanding of word processing, spreadsheets, electronic presentation software, and the Internet and email is assumed.

## Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

## Student Readiness

Are you ready for online classes? Take a look at our resources for Online Learning Readiness, found at:

<https://www.redwoods.edu/online/Readiness>

This self-paced workshop will provide valuable information about the CR online program and any obstacles you may have to deal with in taking an online class.

In addition, our distance education department has prepared several useful videos:

<http://www.redwoods.edu/online/Skills>

## Required Textbook and Materials

### REQUIRED Textbook:

New Perspectives on Computer Concepts 2018: Comprehensive.

ISBN#: 978-1-305-95149-5

Author: Parsons

Publisher: Cengage Learning

### Required Hardware:

PC Computer or laptop running MS Windows 7, 8.1, or 10. Please note that a Macintosh or Chromebook will NOT work for this course.

### Portable Devices vs. Computers:

Although you can use late-model portable devices (such as Android or iOS phones & tablets) for some things, you should plan on doing the majority of your work (especially labs, exams and assignments) from a reasonably late-model notebook or desktop computer. Do NOT plan to participate in this class solely from a portable device. If you do decide to use your portable device for some of your class work, use the free Canvas app (called "Canvas by Instructure") available in iTunes (for iOS) and the Google Play Store (for Android). Do not try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.

### Required Software:

MS Office 365 for Windows

Through a licensing agreement with Microsoft, we are able to provide you with a free copy of MS Office 365 Education edition. Check out this webpage for more information and directions: Free Office 365

If you prefer, you may purchase MS Office Pro 2019 for \$39.95 (\$399 retail) from [collegebuys.org](http://collegebuys.org).

### Additional Software:

You will be required to download, install, and learn additional software programs to complete assignments and labs. These programs are free to use. They are from reputable Web sites and have been used by millions of people and specifically by CIS 1 students for many years. Having said that, neither myself nor CR is responsible for any issues arising from the download, installation or use of such software. You are expected to have Anti-Virus software running on your computer. If you are uncomfortable with any of this, you should not take this online course.

## Evaluation & Grading Policy

### Course Grading:

40% Labs  
30% Exams  
20% Quizzes  
10% Discussion Forums

### Grade Scale:

90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; Less than 60% = F

### Course Policies

#### Participation:

This class is a fully online course. It is very easy to fall behind in an online, course. It actually takes more effort to stay on schedule in an online course than it does in a traditional face-to-face course. I highly recommend that you log on to Canvas at least 4 days a week to check announcements, post labs, and take quizzes and exams and participate in the forum discussions. There are strict deadlines posted for labs, quizzes, and exams that you must be aware of in order to avoid penalties.

Students are expected to:

- ✓ do the assigned reading from the textbook
- ✓ perform the Review Activities at the end of each chapter
- ✓ as needed, research topics using the Web and/or supplemental textbooks
- ✓ as needed, download, install, and learn additional free software
- ✓ complete all assignments
- ✓ complete all labs
- ✓ take all quizzes
- ✓ take exams online

#### Exams:

The exams are administered online, and you typically have a time window to complete the exam once it is open. Failure to complete an exam during the defined time window will result in a zero on that exam. There are no makeup exams. Be sure to give yourself plenty of time for technology and logistical problems when taking the exam. Please do not test this policy, you will be very disappointed with the results.

#### Quizzes:

There is an online quiz each week. Quizzes are typically due on Thursdays each week. Failure to complete a quiz by the posted due date will result in a zero on that quiz. There are no makeup quizzes. Be sure to give yourself plenty of time for technology and logistical problems when taking the quiz.

#### Connection Issues:

Problems with your internet connection or your computer will NOT result in an extension of the due date for any deliverable (lab/quiz/exam, etc.).

#### Lab Work:

54 hours of lab work is also required. Note: The lab work doubles the amount of hours you will be working as compared to a typical non-lab 3 unit course. Be sure you understand the time commitment needed. The lab work will consist of exercises and tutorials requiring the use of a computer to demonstrate your understanding of the material presented. Labs are graded on neatness and completeness. All required elements must be present for full credit on a Lab. Labs will be due as noted in each week's Module, typically Sunday.

**Late Labs (does NOT apply to Discussion Forums, Quizzes or Exams):**

You are allocated THREE No Questions Asked (NQA) credits at the beginning of the semester. Each credit allows you to submit ONE lab up to ONE week late. Assuming you have NQAs left to use, the lab will be graded as if it were handed in on time, no questions asked! A late lab without an NQA will receive a zero! Late credit cannot be applied towards quizzes or exams.

**Disqualification/Excessive Absence Policy:**

You will automatically be dropped from the course if you have not posted your introduction AND you have not completed "Lab 1 - Competency Exercise" by their respective due dates. You will also be subject to disqualification from the course if you are not participating at least four days a week, or failing the course due to a lack of participation resulting in missed quizzes, labs, or exams.

**Student Feedback Policy:**

Students may send the instructor messages and/or emails concerning questions about the course and expect a response within 24 hours on weekdays and 36 hours on weekends. On holidays, please allow 24 hours after the holiday. Students will receive prompt feedback from the instructor on homework assignments, online activities, quizzes, and examinations. Students can expect feedback and scores posted to the Gradebook tool within 7 days after submission.

**Proctored Exams:**

Exam proctoring is not required for this course.

Students who have experienced extenuating circumstances can complete & submit the **Excused Withdrawal Petition** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

## **Admissions deadlines & enrollment policies**

**Fall 2022 Dates**

- Classes begin: 8/20/22
- Last day to add a class: 8/26/22
- Last day to drop without a W and receive a refund: 9/02/22
- Labor Day Holiday (all campuses closed): 09/05/22
- Census date: 9/06/22 or 20% into class duration
- Last day to petition to file P/NP option: 09/16/22
- Last day to petition to graduate or apply for certificate: 10/27/22
- Last day for student-initiated W (no refund): 10/28/22
- Last day for faculty-initiated W (no refund): 10/28/22
- Veteran's Day (all campuses closed): 11/11/22
- Fall Break (no classes): 11/21/22 – 11/25/22
- Thanksgiving Holiday (all campuses closed): 11/23/22 – 11/25/22
- Final examinations: 12/10/22 – 12/16/22

- Semester ends: 12/16/22
- Grades available for transcript release: approximately 01/06/23

## Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

## Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

## Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

## Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

## Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

**Confirm your presence in the online classroom:** Log in to the website and post to the "Week 1 Introductions" discussion forum **no later than 11:59pm on Wednesday of Week 1** to confirm your presence in the online classroom. Doing so will confirm your enrollment in the course and avoid being dropped as a "no show." You can and will be dropped from the class if you do not log in and post to the "Week 1 Introductions" Discussions forums

and complete and submit Lab 1-Competency Exercise by the posted due date. No exceptions will be made. A student from the waiting list may then be added in your place.

## **Community College Student Health and Wellness**

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).

## **Emergency procedures / Everbridge**

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

## **Del Norte Campus Emergency Procedures**

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

## **Eureka Campus Emergency Procedures**

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.

4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

## **Klamath Trinity Campus Emergency Procedures**

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
  - a. Dial 911, to notify local agency support such as law enforcement or fire services.
  - b. If safe to do so, notify key administrators, departments, and personnel.
  - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
  - d. Contact Jolene Gates 530-625-4821 to notify of situation.
  - e. Contact Hoopa Tribal Education Administration office 530-625-4413
  - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
  - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
  - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
  - c. Close all window curtains.
  - d. Get all inside to safe location Kitchen area is best internal location.
  - e. If a police officer or higher official arrives, they will assume command.
  - f. Wait until notice of all is clear before unlocking doors.
  - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
  - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

## **Student Support Services**

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.

- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821