

## Course Information

**Semester & Year:** Spring 2023

**Course ID & Section #:** CIS-1-E4775

**Instructor's name:** Clay McGlaughlin

**Day/Time/Location:** Mondays, 11:40 AM - 2:50 PM, Humanities 214

**Course units:** 4.0

## Instructor Contact Information

**Online Office hours:** By Appointment

**Phone number:** 707-613-9766

**Email:** clay-mcgloughlin@redwoods.edu

**Preferred Contact Method:** Email

## Catalog Description

CIS-1 - Computer Information Systems is 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

Upon successful completion, students will be able to:

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 / Corequisites / Recommended Preparation

CIS-100 is the recommended preparation for this class. **Currently enrolled students must already possess a basic proficiency in word processing, spreadsheets, electronic presentation software, and the ability to use the Internet and email.** Students must have access to a PC running Windows 8.1 or 10; a broadband Internet connection; and MS Office software suite, as well as basic skills in learning and studying in an online environment.

## 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.

## Required Materials

**Textbook title:** New Perspectives on Computer Concepts 2018: Comprehensive

**Edition:** 2018

**Author:** Parsons

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

**Required Hardware:** A computer running Microsoft Windows 8.1 or 10 is required. **Please note that a Macintosh will NOT work for all of the labs in this course, as some elements rely on the Windows operating system.** **Required Software:** Microsoft Office 2016 or 2019 Professional for Windows. Through a licensing agreement with Microsoft, CR is able to provide students with a free copy of MS Office software. Check out this information sheet for more information and directions: [Free Office 365](#). If you prefer, you may also purchase MS Office Professional at a discount from [collegebuys.org](http://collegebuys.org).

## Important Dates for Spring 2023

- *Classes begin: 01/14/23*
- *Martin Luther King's Birthday (all campuses closed): 01/16/23*
- *Last day to add a class: 01/20/23*
- *Last day to drop without a W and receive a refund: 01/27/23*
- *Census date: 01/30/23 or 20% into class duration*
- *Last day to petition to file P/NP option: 02/10/23*
- *Lincoln's Birthday (all campuses closed): 02/17/23*
- *President's Day (all campuses closed): 02/20/23*
- *Last day to petition to graduate or apply for certificate: 03/02/23*
- *Spring Break (no classes): 03/13/23 – 03/18/23*
- *Last day for student-initiated W (no refund): 03/31/23*
- *Last day for faculty-initiated W (no refund): 03/31/23*
- *Final examinations: 05/06/23 – 05/12/23*
- *Commencement: 05/15/23*
- *Semester ends: 05/12/23*
- *Grades available for transcript release: approximately 05/26/23*

## Canvas Information

We will use Canvas online learning software for this course. Details about this system are below:

Log into Canvas at [My CR Portal](http://www.redwoods.edu/sso) (<http://www.redwoods.edu/sso>)

For help logging in to Canvas, visit [My CR Portal](http://www.redwoods.edu/sso) (<http://www.redwoods.edu/sso>)

For help with Canvas once you're logged in, click on the Help icon on the left menu.

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

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](https://redwoods.instructure.com/courses/6781)

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## Technology skills, requirements, and support (required for online classes)

As already noted, CIS-100 is a recommended preparation for this course, which means a fundamental understanding of word processing, spreadsheets, electronic presentation software, using the Internet and email, and the ability to upload and download files is assumed. A keyboarding speed of 20 wpm is also recommended. Before contacting Technical Support, please visit the [Online Support Page](#). For password issues with Canvas, Web Advisor or your [mycr.redwoods.edu](http://mycr.redwoods.edu)

email, contact [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

## **Evaluation & Grading Policy**

### **Course Grading:**

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

### **Grade Scale:**

96-100+% = A  
90-95% = A-  
87-89% = B+  
84-86% = B  
80-83% = B-  
75-79% = C+  
70-74% = C  
60-69% = D  
Less than 60% = F

## **Student Feedback Policy**

Students may send the instructor messages and emails concerning questions about the course and expect a response within 24 hours during the week (48 hours on weekends). 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 on Canvas within 7 days after submission.

## **Proctoring**

Exam proctoring is not required for this course.

## **Student Accessibility Statement and Academic Support Information**

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

## **Class participation and Attendance policy**

This class is an online course. It is very easy to fall behind in an online course, as it usually takes more effort to stay on schedule than it does in a traditional face-to-face course. With that in mind, I highly recommend that you log on to Canvas at least 5 days a week to check announcements, post labs, take quizzes and exams, and participate in the forum discussions. There are firm deadlines for labs, quizzes, forum posts and exams that you must be aware of in order to avoid penalties.

### **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 technical and logistical problems when taking the exam.

### Quizzes:

Quizzes are administered online weekly, and are typically due on Thursday of 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 technical and logistical problems when taking each 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.). You should plan to complete your work well ahead of the due dates whenever possible to avoid unexpected delays.

### Late Labs Policy (Note that this does NOT apply to Discussions / Quizzes / 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 discussions, quizzes or exams.

### Disqualification / Excessive Absence Policy:

You will automatically be dropped from the course if you have not posted your Week 1 introduction AND you have not completed Quiz 1 and Lab 1 by the 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, discussions or exams.

### Incomplete Grades:

I do not give incompletes under normal circumstances. However, if your place of residence is carried away by a tsunami while completing your final assignment, I may reconsider. This means an incomplete may be granted in EXTREME circumstances only. You must be receiving at least a C grade at the time of the tsunami.

### Regular effective contact

Ten percent of your grade is based on Discussion Forum participation. There are 10 participation points available per week that are earned by posting answers to the week's discussion-forum topic and responding to classmates' postings. A maximum of 6 points can be earned by posting a **quality** answer to the week's discussion topic by the end of the day on **Wednesday**. An additional 4 points can be earned by posting **at least two quality responses** to classmates' postings by the end of the day on **Saturday**. If you do not post your topic response by the end of the day on Wednesday, you forfeit 6 points. You can still earn 4 points for the week by responding to classmates' postings by the end of the day on Saturday. Failure to respond to classmates' postings by the end of the day on Saturday will result in forfeiture of 4 points for the week. Timely postings are essential to create a reasonable dialog on the week's discussion topic. **You cannot make up participation points**, which means you cannot use NQA credits for discussion forum postings. So make sure you post your response to the week's topic by Wednesday and respond to classmates' postings by Saturday.

One way to do well on your online postings is to spend some time researching the topics outside of your textbook. Use the Internet and other sources to provide another perspective or a more detailed explanation. Including a hyperlink to relevant Internet information gives others the opportunity to learn more too. Remember to cite your references.

Just as you would use a nice tone in the classroom, be sure to prepare thoughtful and friendly responses online. The forum discussions are an opportunity to help others with their understanding of the concepts covered. If you see a post where someone is struggling to understand (or is incorrect), try to help them out. Find something positive to say about their effort, and then add your comments. Try to illustrate your explanation, rather than referring them to your post. Be polite, supportive, and encouraging. The online learning environment should be helpful and enjoyable!

One final note - anyone that acts offensively online will be subject to removal from the class. This includes using insulting or inappropriate language, or being demeaning in discussion forum posts.

## **Academic Honesty**

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. This does not change your legal name in our records. See the [Student Information Update form](#).

## **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.

## 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 [CR Police Department-Public Safety](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies 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.

## 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](#)
- [Online Tutoring Resources](#)

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

Learning Resource Center includes the following resources for students

- [Library Services](#) to promote information literacy and provide organized information resources.

- [Multicultural & Diversity Center](#)
- [Academic Support Center](#) – offers tutoring and test proctoring for CR students.
- [Student Tech Help](#) – provides students with assistance around a variety of tech problems.

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- 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.
- [CalWORKS](#) – assists student parents with children under the age of 18, who are receiving cash assistance (TANF), to become self-sufficient.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821