

Fall 2024

College of the Redwoods



Course Information

Semester & Year: Fall 2024

Course ID & Section #: CIS-1-E7442

Instructor's name: Clay McGlaughlin

Day/Time of required meetings: Tuesdays, 10:05 AM - 1:15 PM

Location: Humanities 214

Number of proctored exams: 0

Course units: 4.0



Instructor Contact Information

Office location or *Online: Online

Office hours: By Appointment

Phone number: 707-613-9766

Email address: clay-mcgloughlin@redwoods.edu



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 / Co-requisites / 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 10 or 11; a broadband Internet connection; and MS Office software suite, as well as basic skills in learning and studying in an online environment.

Required Materials

Textbook title: **New Perspectives on Computer Concepts 2023: Comprehensive**

Edition: 2023

Author: Parsons

E-book ISBN: 9780357674819

Hardcover ISBN: 9780357674611

Required Hardware

A computer running Microsoft Windows 10 or 11 is required. Please note that a Mac will NOT work for all of the labs in this course, as some elements rely on the Windows operating system.



Required Software

Microsoft Office 365 for Windows. Through a licensing agreement with Microsoft, CR is able to provide students with a free copy of MS Office software. To access the software, use a web browser to go to <https://www.redwoods.edu> and click the link at the top of the page that says: "MyCR Portal (Canvas, Student Email)." You will be asked to login with your CR Email address and password. After logging in, you should see an Apps Dashboard page with icons for MS Office programs including Word, Excel and Powerpoint. You have the option of working with the programs online through a browser window, or downloading them to your Windows PC.

Class participation and Attendance policy

This class is a hybrid course. It is very easy to fall behind if students only attend online, 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.

Discussion Posts:

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. Please make sure to post your response to the week's topic by Wednesday and respond to classmates' postings by Saturday.

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.



Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](https://www.redwoods.edu/dsps/DSPS-Home/LIGHT-Center.html)  (<https://www.redwoods.edu/dsps/DSPS-Home/LIGHT-Center.html>), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](https://www.redwoods.edu/dsps/)  (<https://www.redwoods.edu/dsps/>). If you are



unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: sass@redwoods.edu (<mailto:sass@redwoods.edu>).

Eureka: 707-476-4280, Student Services building, first floor SS113

Del Norte: 707-465-2353, main building, near the Library



Klamath-Trinity: 707-476-4280



Student Support Services

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

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

- **CR-Online** (<https://www.redwoods.edu/online>) (Comprehensive information for online students)
- **Library Articles & Databases** (<https://redwoods.libguides.com/az.php>)
- **Canvas help and tutorials**  (https://support.canvaslms.com/s/?c_role=student&c_accountId=001A000000KMmj5IAD) (<https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf>)
- **Online Tutoring Resources**  (<https://redwoods.libguides.com/Tutoring/Online>)

To learn more about the resources available to you, click on a title bar below, or click the down arrow to expand them all.


Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821



Community College Student Health and Wellness ▼

If you are in distress or are with someone at risk right now, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or TEXT 741-741

Timely Care

When you're feeling under the weather physically or distressed mentally, you can find the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. Visit [TimelyCARE](https://www.timelycare.com/redwoods)  (<https://www.timelycare.com/redwoods>).

Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.


Contact info

Text: 707-496-2856


Email: shawnabmft@gmail.com (<mailto:shawnabmft@gmail.com>)

Fax: 707-237-2318 (voicemail can be left via fax)

Wellness Central



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 [Wellness Central](https://cvc.edu/wellness/)  (<https://cvc.edu/wellness/>).

Counseling

[Counseling & Advising](https://www.redwoods.edu/counseling.html)  (<https://www.redwoods.edu/counseling.html>) can assist students in need of academic advising and professional counseling services. Eureka Campus-Visit the Welcome Center in the lower level of the student services building Monday –Friday 9am – 4pm (during the semester, summer hours may vary).

Eureka Downtown Site- 525 D St Eureka Phone: 707-476-4500 Email: ace@redwoods.edu

Basic Needs Center

[The Basic Needs Center](https://www.redwoods.edu/student-services/Home/Basic-Needs.html)  (<https://www.redwoods.edu/student-services/Home/Basic-Needs.html>) provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. Students can also [submit a request for services and information](https://cm.maxient.com/reportingform.php?Redwoods&layout_id=7)  (https://cm.maxient.com/reportingform.php?Redwoods&layout_id=7) online.

Contact info

Phone: 707-476-4153

Email: the-grove@redwoods.edu

Learning Resource Center

Learning Resource Center includes the following resources for students:

- **Library Services** (<https://www.redwoods.edu/library>) to promote information literacy and provide organized information resources.
- **Multicultural & Diversity Center**. [↗\(https://www.redwoods.edu/student-services/Home/Multicultural-and-Equity-Center.html\)](https://www.redwoods.edu/student-services/Home/Multicultural-and-Equity-Center.html)
- **Academic Support Center**. [↗\(https://www.redwoods.edu/asc/index.html\)](https://www.redwoods.edu/asc/index.html) – offers tutoring and test proctoring for CR students.
- **Student Tech Help**. [↗\(https://www.redwoods.edu/sts/\)](https://www.redwoods.edu/sts/) – provides students with assistance around a variety of tech problems.

Extended Opportunity Programs & Services (EOPS)

Extended Opportunity Programs & Services (EOPS) [↗](#)

[↗\(https://www.redwoods.edu/student-services/Home/EOPS\)](https://www.redwoods.edu/student-services/Home/EOPS) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

TRiO Student Success Program


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** [↗\(https://www.redwoods.edu/trio/eureka.html\)](https://www.redwoods.edu/trio/eureka.html) or in **Del Norte** [↗\(https://www.redwoods.edu/delnorte/TRiO.html\)](https://www.redwoods.edu/delnorte/TRiO.html).

Veterans Resource Center

The **Veteran's Resource Center**. [↗\(https://www.redwoods.edu/student-services/Home/Vets.html\)](https://www.redwoods.edu/student-services/Home/Vets.html) 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

CalWORKs  (<https://www.redwoods.edu/calworks>) – California Work Opportunity & Responsibility to Kids (CalWORKs). Provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF benefits), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!



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



Fake Student Policy

Fraudulent enrollments are on the rise. To ensure that real students can get seats in the class, no shows will be dropped in the middle of the first week of classes. Also, if you are suspected



of being a bot, you will be dropped from the class. If you have been dropped but are a real student, please contact your instructor right away to be reinstated in the class.



Fall 2024 Dates




Date	To Remember
August 23	Last day to register for classes (day before the first class meeting)
August 24	Classes begin
August 30	Last day to add a class
September 2	Labor Day Holiday (district wide closure)
September 6	Last Day to Drop & Receive a Refund
September 8	Last Day to Drop w/out a "W"
September 9	Census Date (20% of class)
October 31	Last Day to Petition to Graduate & Petition for Certificate
November 1	Last Day for Student/Faculty Withdrawal
November 11	Veteran's Day Holiday (District Wide Closure)
November 25-26	Fall Break (No Classes)
November 27-29	Thanksgiving Holiday (District Wide Closure)
December 14-20	Final Examinations
December 20	Last Day to File P/NP Option
December 20	Semester Ends
December 27	Grades Due
January 3	Grades Available for Transcript Release (approximate)

Important Fall 2024 Academic Dates



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](#) , <https://go.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=C9RVCG801790>) 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](#) , <https://www.redwoods.edu/catalog> and on the [College of the Redwoods website](#) , <https://www.redwoods.edu/>.






AI Use Class Policy

Generative AI tools, such as ChatGPT and Google's Gemini, are likely to be widely used in the workplace moving forward. It's important for you to understand how to use them ethically and effectively. For that reason, in this class, you will sometimes be invited to use such a tool in the completion of an assignment. **In this class, using generative AI tools is not cheating if the outputs are screened by you for accuracy, bias, appropriateness, and fidelity to your perspective.**



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](#) , <https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>) 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](#) , <https://www.redwoods.edu/catalog> and on the [College of the Redwoods website](#) , <https://www.redwoods.edu/>.





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.



DEIA+A Commitment Statement

Each of us is responsible for creating and maintaining inclusive environments. Inclusive environments require us to work to identify, examine, and limit the ways our implicit social biases impact our actions. Learning can happen when diversity and individual differences are understood, respected, appreciated & recognized as a source of strength, benefit and resource. Incidents of bias, discrimination, and microaggressions do occur, whether intentional or unintentional. These things contribute to creating unwelcoming environments for individuals and groups at our college. CR encourages anyone who experiences or observes environments at our college that become unfair or hostile on the basis of peoples' identities to speak out for justice and support. Speaking out can take place within the moment of the incident or after the incident has passed. Anyone can share these experiences with a trusted CR faculty/staff/administrator, or by using the following CR resources: [Unlawful Discrimination Complaint Form](https://www.redwoods.edu/Students/Student-Complaint-Process.html#UDC) [↗](https://www.redwoods.edu/Students/Student-Complaint-Process.html#UDC); [Non-Academic Complaint](https://www.redwoods.edu/Students/Student-Complaint-Process.html#NAC) [↗](https://www.redwoods.edu/Students/Student-Complaint-Process.html#NAC); [Title IX](https://www.redwoods.edu/Student-Services/Home/Title-IX.html) [↗](https://www.redwoods.edu/Student-Services/Home/Title-IX.html); [Grade Change](https://www.redwoods.edu/Student-Services/Home/Title-IX.html) [↗](https://www.redwoods.edu/Student-Services/Home/Title-IX.html); [Grade Change](https://www.redwoods.edu/Students/Student-Complaint-Process.html#GCC) [↗](https://www.redwoods.edu/Students/Student-Complaint-Process.html#GCC).



Canvas

Canvas Information

Log into Canvas at [My CR Portal](https://myapps.microsoft.com/Redwoods.edu/) [↗](https://myapps.microsoft.com/Redwoods.edu/) (<https://myapps.microsoft.com/Redwoods.edu/>)



➦ [\(https://myapps.microsoft.com/Redwoods.edu/\)](https://myapps.microsoft.com/Redwoods.edu/) For help with Canvas visit the [Canvas Help Page](https://support.canvaslms.com/s/?c_role=student&c_accountId=001A000000KMmj5IAD) ➦ [\(https://support.canvaslms.com/s/?c_role=student&c_accountId=001A000000KMmj5IAD\)](https://support.canvaslms.com/s/?c_role=student&c_accountId=001A000000KMmj5IAD)

If you cannot log into Canvas or access the CR Portal please submit a [help ticket](https://help.redwoods.edu/support/home) ➦ [\(https://help.redwoods.edu/support/home\)](https://help.redwoods.edu/support/home).

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

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](https://www.redwoods.edu/admissions/index.html) ➦ [\(https://www.redwoods.edu/admissions/index.html\)](https://www.redwoods.edu/admissions/index.html) 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](https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Updateb9bc.pdf?ver=2022-03-30-165900-813) ➦ [\(https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Updateb9bc.pdf?ver=2022-03-30-165900-813\)](https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Updateb9bc.pdf?ver=2022-03-30-165900-813).



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) ➦ [\(https://webadvisor.redwoods.edu\)](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 [\(mailto:security@redwoods.edu\)](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety Page](https://www.redwoods.edu/publicsafety) ➦ [\(https://www.redwoods.edu/publicsafety\)](https://www.redwoods.edu/publicsafety).

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.





To learn more about campus-specific Emergency Procedures, click on a title bar below, or click the down arrow to expand them all.



Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](https://www.redwoods.edu/Portals/70/pdfs/DN%20CampusSafetyMap_010819-2.pdf)  (https://www.redwoods.edu/Portals/70/pdfs/DN%20CampusSafetyMap_010819-2.pdf) 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](https://www.redwoods.edu/publicsafety)  (<https://www.redwoods.edu/publicsafety>).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](https://www.redwoods.edu/Portals/33/Maps/EurekaEmergencyMap_S24%20(2).pdf)  ([https://www.redwoods.edu/Portals/33/Maps/EurekaEmergencyMap_S24%20\(2\).pdf](https://www.redwoods.edu/Portals/33/Maps/EurekaEmergencyMap_S24%20(2).pdf)) 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](https://www.redwoods.edu/publicsafety)  (<https://www.redwoods.edu/publicsafety>). 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.

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.

In the event of an emergency, communication shall be the responsibility of the district employees on scene:

1. Dial 911, to notify local agency support such as law enforcement or fire services.
2. If safe to do so, notify key administrators, departments, and personnel.
3. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
4. Contact 530-625-4821 to notify of situation.
5. Contact Hoopa Tribal Education Administration office 530-625-4413
6. Notify Public Safety 707-476-4111.

In the even of an emergency, the responsible district employee on the scene will:

1. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
2. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
3. Close all window curtains.
4. Get all inside to safe location Kitchen area is best internal location.
5. If a police officer or higher official arrives, they will assume command.
6. Wait until notice of all is clear before unlocking doors.
7. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
8. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

