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Fall 2025

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# College of the Redwoods



## Course Information

Semester & Year: Fall 2025

Course ID & Section #number: CIS-1-E9084

Instructor's name: Clay McGlaughlin

Day/Time of required meetings: Tuesdays, 10am - 1pm

Location: Humanities 214

Number of proctored exams: 0

Course units: 4.0



## Instructor Contact Information

Office location or Online: Online via Canvas Inbox

 hours: By Appointment

Phone number: 707-613-9766



Email address: clay-mcgloughlin@redwoods.edu



## Required Material

### 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.



## 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.



## Course Calendar

CIS-1 meets in-person every Tuesday from 10am to 1pm in Humanities 214. In addition to the weekly meeting, there are assignments due each week on the following schedule:


### Exams:

There are three exams spaced throughout the course. They are not comprehensive. 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. 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  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.





## 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

### 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.



## Prerequisites / Co-requisites / Recommended Preparation

CIS-100 or an equivalent introduction to computing course 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.

### **Class participation and Attendance policy**



I highly recommend that you log on to Canvas at least 3 times 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 adhere to in order to receive credit.



## **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, or bipolar disorder
- 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
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- 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/services/sass/light.php) , [counseling and advising, alternate formats of course materials \(e.g. audio books or E-texts\), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more.](https://www.redwoods.edu/services/sass/light.php) 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/services/sass/index.php) , [SASS@redwoods.edu \(mailto:SASS@redwoods.edu\)](https://www.redwoods.edu/services/sass/index.php).

If you are unsure whether you qualify, please contact SASS for a consultation:

[SASS@redwoods.edu \(mailto:SASS@redwoods.edu\)](mailto:SASS@redwoods.edu).



### **SASS office locations and phone numbers**



## Eureka campus

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

## Del Norte campus

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- Phone: 707-465-2353
- Location: Main building, near the Library

## Klamath-Trinity campus

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- 707-476-4280

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## 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/) 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)

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).

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

