

## Course Information

Semester & Year: Fall 2025 Course

ID & Section #: CIS-1-V9086

Instructor's name: Michelle Henson

Day/Time of required meetings: Online

Course units: 4.0

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

## Instructor Contact Information

Michelle Henson

Phone number: (530) 515-5221

Email address: [michelle-henson@redwoods.edu](mailto:michelle-henson@redwoods.edu)

Email or call to set up a Zoom appointment.

## Required Materials

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

Author: Parsons

ISBN: 978-0-357-67461-1

## Required Hardware

A computer running a recent version of Microsoft Windows is required. Microsoft Office Professional Suite is preferred. Please note that a Macintosh may NOT work for this course as some elements rely on the Windows operating system.

Required Software: Microsoft Office Professional 2021 or newer for Windows, Office 365 is recommended. Through a licensing agreement with Microsoft, CR is able to provide students with a free copy of Microsoft Office software. Go to the installation directions here:

<https://help.redwoods.edu/support/solutions/articles/22000015200-Installing-Full-Office-Versions-on-Personal-Computer> Otherwise, check online through a reputable vendor. Whatever version you install, you need to make sure it is a full version and include ACCESS Database. If you have any difficulty, contact student tech support help desk: <https://www.redwoods.edu/support.php>

## 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.

## 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

## Prerequisites/co-requisites/ recommended preparation

**CIS-100 was the recommended preparation for this class, unfortunately CR is not offering CIS-100 at this time. 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 a recent version of Windows; a broadband Internet connection; and MS Office Professional software suite (2016 or newer), as well as basic skills in learning and studying in an online environment. The class uses the Canvas Collaborative Learning Environment (CLE), available online at: <https://redwoods.instructure.com>

## 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.

## 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.

**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 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.

**Discussions:**

A portion 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.

### **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 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.

### **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.

## **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.

## **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](#), 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 \(SASS\)](#). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: [sass@redwoods.edu](mailto:sass@redwoods.edu).

### SASS office locations and phone numbers

#### *Eureka campus*

- Phone: 707-476-4280
- Location: Learning Resource Center (Library)

#### *Del Norte campus*

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

#### *Klamath-Trinity campus*

- Phone: 707-476-4280

## Fall 2025 Dates

Date	To Remember
September 6	Class begins
October 30	Last day to petition to graduate with a fall graduation date
October 31	Last day for student/faculty withdrawal
November 11	Veteran's Day – Campus Closed
November 24 & 25	Fall Break – no classes
November 26-28	Thanksgiving – Campus Closed
December 13-19	Final exams
December 19	Semester Ends
December 26	Grades Due

## 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 5500Links to an external site.](#)) 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.

## AI Use Class Policy

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. However, overuse of these tools in this class can undermine your learning and curtail the development of your critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, the policy of this class is that AI cannot be used at any point in the completion of class assignments, including discussion posts. Any or all of your assignment submissions and discussion posts may be screened by AI detection software, but the real penalty for AI misuse is that you will miss out on an opportunity to learn.

## 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.

## Canvas Information

- Log into Canvas at [My CR Portal](#)
- For help logging in to Canvas and general tech help, visit [Student Technical Support](#).
- Once you're logged in to Canvas, you click on the Help icon on the left menu
- Canvas online orientation workshop: [Canvas Student Orientation Course](#)

## 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.

## **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 and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

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

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.