



## SYLLABUS - CIS 111: Intro to Computer Info Systems – Spring '24

This is a 16-week semester course, January 29 – May 22. The best way to reach me is on the class blog or in Zoom office hours.	
CRN#:	40415 – Memorize this number. You will use it throughout the semester.
Instructor:	Maryann Watson, Professor, Computer Information Systems
Last Day to Contact Instructor:	Send email to <a href="mailto:maryann.watson.cis111@gmail.com">maryann.watson.cis111@gmail.com</a> by Monday, January 29, to check in for class. Otherwise, you will be dropped as a 'no show'.
Office on campus:	MBCC 106
Online Office Hours:	Mon/Wed, 11:30am-12:30pm and Wednesday evenings, 6:00pm-8:00pm Zoom link will be sent to your personal email address in the first week, and then it will be posted on the class blog.
E-Mail:	<a href="mailto:maryann.watson.cis111@gmail.com">maryann.watson.cis111@gmail.com</a> - Please put CRN# for your class in the subject line and sign emails with your full name.
Website:	<a href="https://watsonswbsite.com/">https://watsonswbsite.com/</a>

### Course Description:

- CIS 111 **DOES NOT** USE CANVAS except as explained below.
- Use my [website](#) for information about this course.
- SAFARI browser should not be used for CIS 111. Chrome browser works best.
- A personal computer is required for this course. Chromebook computers do not work for this class.
- This course requires Office 365 for Windows computers. However, if your version of Office 365 does not have Microsoft Access software (required for CIS 111), you may use Canvas for “AppStream Virtual Desktop” for Office 365 software on campus. (More info about this is on page 4.)
- Office 365 for Mac computers works for most things covered in this class. However, Office 365 for Mac does not have Microsoft Access. Therefore, you must use Canvas for “AppStream Virtual Desktop” for Office 365 software on campus. (More info about this is on page 4.)
- It is expected that all students read the entire syllabus at the beginning of the course.
- CIS 111 an introductory course for business applications and computer concepts.
- There is no ‘test out’ for this course.
- Students will spend 3 hours per week ‘in class’ for text assignments and 3 to 6 hours per week outside of class for other required assignments. More time may be necessary because of reading and following written instructions.
- College-level reading & comprehension ability are expected. Time involved depends on your reading and comprehension ability.
- Keyboarding skill of 30 wpm with no more than 1 error per minute is strongly recommended. If you need to learn touch typing with the ‘real’ keyboarding skill, register in CIS 090 ASAP.
- In CIS 111, students will learn about information systems, hardware and software components, networks, ethics and security issues, ecommerce, and Web page design.
- Students will use spreadsheet and database management software to create computer-based solutions for business problems.
- Students will also learn 1) about some word processing features as related to business apps, 2) webpage design using HTML, and 3) multimedia-creation concepts.

- This course meets the lower division computer requirement for business majors at some CSU and UC campuses.
- Transfer students: Please set up an appointment with a counselor at the [Transfer Center](#) to make sure you are on track for transfer to a 4-year campus.
- Click here for [important OCC Dates](#).

**Textbook Information: PURCHASE [Cengage Unlimited](#).**



- The materials required for this class and any others using Cengage products at OCC are included in a Cengage Unlimited subscription for eTextbooks + Online Homework Platforms.
- For one price (currently \$129.99), you get access to ALL Cengage online textbooks, and access codes, in one place.
- Cengage Unlimited will allow you to use ebook versions of the textbooks and the SAM digital product for assignments.
- After purchasing CU and joining the SAM section for your class, you will have a link available for renting a hardcopy of the textbooks associated with the class. Only shipping/handling is charged for rentals (approx. \$10). It is easier to work on SAM textbook assignments if you have a hard copy of the text, but many students multitask with 2 screens – 1 for ebook and 1 for applications.
- The OCC Bookstore sells Cengage Unlimited or go to [cengage.com/unlimited](http://cengage.com/unlimited) to purchase. Bookstore price may be higher, so check Cengage website first.
- The OCC Library and the MBCC Computing Center have books on loan but you are not allowed to take them home.
- If you are enrolled in CIS 111, CIS 100, or BUS/CIS 134, you only need to purchase 1 subscription for Cengage Unlimited.

1. Subscribe to Cengage Unlimited. Use your personal email address and password for your Cengage account.

2. There are 3 ebooks to add to your Cengage Library:

a) Freund/Starks - Shelly Cashman Series® <u>Microsoft® Office 365® &amp; Excel 2019 Comprehensive</u>	ISBN 9780357026403
b) Cable/Monk - Shelly Cashman Series® <u>Microsoft® Office 365® &amp; Access 2019 Comprehensive</u>	ISBN 9780357026397
c) Vermaat/Sebok/Freund/Campbell/Frydenberg - <u>Discovering Computers ©2018: Digital Technology, Data, and Devices</u>	ISBN 9781337285100

3. There is 1 digital product in Cengage Unlimited.

d) SAM access code included in Cengage Unlimited subscription <b><u>DO NOT USE THE SAM ACCESS CODE UNTIL I TELL YOU TO SET UP SAM.</u></b>	ISBN 9780357366653
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4. [How to register for SAM](#). Instructions will be in your weekly schedule. You will not need SAM until Week 3 in the course. Use your personal email address and password for your SAM account.

5. For no additional cost, only 1 Cengage Unlimited subscription is needed for [all courses at OCC where Cengage products are assigned](#).

6. Financial Aid students may purchase access to Cengage Unlimited from the college bookstore.

7. Additional Required Materials for this class: USB storage device, 1G or bigger.

8. [Click here for detailed handout regarding text materials](#).



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### Course Objectives:

Students will attain a solid understanding of computer concepts, the Internet, & software applications by:

1. Recognize basic computer terminology.
2. Define the use of computers in our information age.
3. Demonstrate ability to use email effectively.
4. Gather research data from the World Wide Web.
5. Demonstrate the ability to use Windows operating system.
6. Produce and format worksheets and charts.
7. Create and build databases.
8. Produce projects that integrate data created in various application programs.
9. Relate information technology to everyday life.
10. Create and publish Web pages using HTML markup language.
11. Identify types of computer crime.
12. Recognize issues related to information accuracy, rights, and conduct.

### Student Learning Outcomes – The student will be able to:

1. Explain the concept of a network and its security issues, and identify hardware and software needed to create wired and wireless networks.
2. Use a spreadsheet software package to solve common business problems through correct usage of formulas and functions, lists and data management, charts and printed reports.
3. Use a database software package to solve common business problems through design and implementation of database objects.

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### Teaching Methods:

1. **Lecture/Demonstration/Practice from text material:** Important material from the text and outside sources will be assigned weekly. **STUDENTS MUST HAVE TEXTBOOKS.** Discussion on the class blog is encouraged. Outside material relevant to topics being covered may be provided as appropriate.

**NOTE:** Video links may be provided in weekly schedules to enhance the learning experience for the material covered during the week. The video links are especially helpful for the CIS 111 online students.

2. **Assignments:** Chapter activities and SAM (Skills Assessment Manager) online activities will be assigned weekly to reinforce material in the text. SAM assignments require using online (1) training simulations, (2) projects, and (3) exams. Weekly schedules will tell students what the assignments are and when to do them.
3. **Quizzes:** Multiple choice quizzes will be scheduled online in SAM for chapters in the Discovering Computers textbook. Weekly schedules will tell students when to take quizzes.
4. **Other Quizzes:** Occasional unannounced quizzes may be given to help ensure students stay up with assigned material.
5. **Exams:** Microsoft Access, Excel, Word, and PowerPoint exams will be open-book, online in SAM and will be simulations of material covered in the weekly lessons. Practice exams in SAM will be provided to help you become familiar with online assessment procedures. (Practice exams ARE NOT counted.) One (1) Excel exam will be multiple choice online in SAM. One (1) exam is to create a webpage and upload it to a server. One (1) exam will cover the student learning outcomes (SLO's) for CIS 111. The instructor reserves the right to retest on material that is not appropriately understood. Retest items will be communicated to student(s) in advance.
6. **Participation:** Student participation will be graded by activity on the class blog, by email and/or Skype communications, by following instructions, by meeting deadlines, by communicating with teacher as soon as problems arise, by turning in complete assignments, by asking appropriate questions when necessary, etc.

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

## Grading:

SAM Training assignments	10%
SAM Project assignments	10%
SAM Quizzes	10%
SAM Exams	60%
Participation (includes following instructions, using weekly schedules, blogging, meeting deadlines, communicating with teacher as soon as problems arise, 'attending' class by turning in assignments every week, turning in assignments on time, turning work in completed assignments, etc.)	10%
<b>TOTAL:</b>	<b>100%</b>

## Course Policies:

- **CIS 111 DOES NOT USE CANVAS EXCEPT FOR "APPSTREAM VIRTUAL DESKTOP"**.
- Go to <http://www.whatismybrowser.com/> to have your browser checked. You must update your computer browser accordingly. All browsers should work for this course but if you run into trouble with one browser, try another browser.
- SAM [System requirements check](#).
- Become familiar with my [website](#). There is a lot of information on my website for you to use.
- SAM help just for CIS 111 students: [Cengage Dedicated Support for CIS 111 at OCC](#)
- Call Cengage Support if you have trouble with SAM. 1 (800) 354-9706
- Watson's Browser Rule: If something doesn't work in one browser, try another browser.

## Attendance and Participation:

You are expected to participate every week by following instructions in the weekly checklists.

- It is your responsibility to follow the weekly assignment checklists.
- Weekly assignment checklists are posted on my website.
- You are expected to complete your assignments and turn them in every week. This is how class 'attendance' is monitored – even though this may be an online class. If you do not turn in the weekly assignment(s), you will be considered 'absent'.
- It is your responsibility to communicate with me regarding your 'attendance'. If you miss 3 weeks of work, you may be dropped; BUT DROPPING IS ULTIMATELY YOUR RESPONSIBILITY.
- It is also your responsibility to keep track of your work.
- The syllabus and weekly checklists for assignments are subject to change to accommodate the pace of the class group.
- Please be considerate of others and do your part to make this class a success: be prepared and be 'on time'.

## Software for CIS 111:

- This class is intended for Windows computers and Office 365 for Windows software. The 'paid for' Office 365 subscription works best because it includes MS Access. If you are using the 'free' version of Office 365, it does not have MS Access.
- If you do not have Office 365 software, use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus.
- MAC users must have Office 365 for Mac. If you do not have Office 365 for Mac, use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus.

- Office 365 for MAC does not have Microsoft Access. Therefore, MAC users will need to use Canvas for “AppStream Virtual Desktop” for Office 365 software on campus when it comes time to do Microsoft Access assignments.
- Whatever does not work on your home computer, use Canvas for “AppStream Virtual Desktop” for Office 365 software on campus.

### RELIABLE High Speed Internet Required.

- Students must have access to a high speed, reliable Internet connection for home use.
- Home users must hard wire computers to a modem to prevent dropped signals.
- **DO NOT USE WIFI FOR SAM EXAMS.**
- If you are dropped out of a SAM exam or quiz, you will receive the grade as determined at that point in time.
- **Crashed computers or software problems are not excuses for late or missing assignments, quizzes, or exams.**

### No Printing Policy:

- **NO PRINTING** for this class.
- Back up all files by saving them in the Documents folder on your home computer and to a USB disk or back them up to the cloud. Cloud computing & storage is introduced in Week 1.
- You should have two copies of your files in two separate places at all times.
- Do not work in the cloud. Just save files to the cloud for backup.

### Assignments:

- There are two kinds of assignments: 1) Textbook assignments, and 2) SAM assignments.
- Weekly assignment schedules tell you when to download subject folders to use for saving your textbook assignment files and your SAM Project assignment files.
- Textbook assignments are graded by SAM. SAM assignments are graded by SAM.
- Textbook assignments and SAM Project assignments are saved in associated subject folders. (Excel assignments saved in Excel folders; Access assignments saved in Access folders; etc.)
- Folders are due every Tuesday night by 11:59pm. Weekly assignment schedules tell you the due dates for turning in the folders.
- All students will be given access to share a folder in my Google cloud drive. This is where you turn in your folders every week (like a dropbox).
- No exceptions will be made.

### Follow Weekly Assignment Schedules:

- Weekly assignment checklists are on Watson’s website. The weekly checklists list the dates for each week, the week number in the semester (i.e. week 1, week 2, etc.), topics covered in the week, assignments for the week, and due dates.
- Weekly assignment checklists are used for checking off completed assignments.
- Even though you won’t print out the weekly checklists, you will download and save them to use for checking off completed assignments.
- Save your checklists in the Documents folder on your computer and/or on a USB drive for backup.
- Following the checklists is key to your success in this class.

### Due Dates:

- Due dates for assignments are listed in the weekly assignment checklists.
- Due dates for SAM assignments are listed in the weekly assignment checklists and in SAM.
- Late work is not accepted.



### Academic Dishonesty:

- Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; and/or failure in the course; and/or expulsion from Orange Coast College.
- For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each student, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.
- Students may not use or copy other students' files. This would be considered cheating. You may 'work together' on graded assignments but you must do your own work.
- If you use other students' files, this is CHEATING and is cause for an F grade and expulsion from the course and/or OCC.

### Need Assistance?:

- If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it or which will require academic accommodations, please notify me as soon as possible.

### Posting of Grades:

- SAM grades are always available and listed in the SAM gradebook.
- Aside from the SAM Gradebook, there is an Excel spreadsheet for recording all of your SAM grades. The spreadsheet will show your accumulated grade as you proceed through the course.
- SAM grades are worth 90% of your final grade.
- Textbook project assignments are part of your participation grade and part of your SAM Project average.
- See page 4 of syllabus for assignment weights.

### Email:

- Your personal Gmail works well for this class. Yahoo, Hotmail, and Outlook should work, too, but other email addresses do not work for what is needed in CIS 111.
- If you do not already have a Gmail address, click the link and CAREFULLY follow instructions for [creating a special Gmail email account](#) just for this class.
- Use your Gmail to communicate with me regarding personal matters.
- OCC student email IS NOT used for this course.
- Email me at [maryann.watson.cis111@gmail.com](mailto:maryann.watson.cis111@gmail.com) from your personal email address or your newly created Gmail address on the first day of class to check in.

### Class Blog:

- [Blogger](#) is used for questions and discussions.
- AFTER CLASS BEGINS, DO NOT EMAIL GENERAL CLASS QUESTIONS TO THE INSTRUCTOR. Use Blogger for your questions so that other students will have the opportunity to see my answers and to answer questions, too.

### Other Policies:

There may be other Orange Coast College policies that apply to this course. [See Course Catalog.](#)

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## How Do You Proceed From Here?

- It will take a few weeks for you to become familiar with the routine. Relax...There will be time for everything if you follow the weekly checklists.
- Follow the steps below to continue in the course.

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### Online Students or late-start students:

1. This is the link to my website. Go to the site and add it to your favorites or bookmark it.  

<https://watsonswbsite.com/>
2. Click on links on my homepage to familiarize yourself with the website and where to find things for CIS 111.
3. Watch a short presentation about the class: [CIS 111 Orientation](#) .
4. Watch [Re Assignments](#).
5. Can't find Week 1 assignments?
  - Go to my homepage.
  - Scroll down to the 'Weekly Checklists for Assignments' box.
  - Click on your class link.
  - Click on Week 1.
  - Open Week 1 assignment checklist. (Checklists are in 2 formats: Word docs or PDFs. Use one or the other but not both. They are the same.)
  - Save the checklist to your Documents folder or USB drive.
  - Follow all instructions in the Week 1 checklist. Check off assignments as you complete them.
  - Complete all preparation tasks listed in the Week 1 assignment checklist before proceeding to Week 2.
6. Read the [SAM](#) page on my website. **PLEASE, do not create your SAM account now.** The weekly checklists will tell you how and when to create your SAM account.
7. Read the [Folders](#) page on my website. Click on the links to learn about the folder procedure.
8. Download the 'HTML' folder from the CIS 111 folders page.
9. [Unzip](#) the HTML folder.
  - If using Edge, downloads automatically go into your Downloads folder but then you must unzip the zipped file.
  - If using Chrome, downloads will automatically unzip to Downloads folder.
  - If using Firefox, downloads automatically go into your Downloads folder but then you must unzip the zipped file.
  - If using Internet Explorer, click 'Save as' and select where to save. Then unzip in that location.
10. Delete the zipped folder. (DO NOT DELETE THE UNZIPPED FOLDER.)
11. Label the unzipped folder according to my [labeling procedure](#).
12. After you have your folder downloaded, unzipped, and labeled, click on the Weekly Checklists link on my homepage and begin with Week 1 assignments.
13. QUESTIONS? Post them on the [blog](#). (Check your personal email for the blog invitation.)