



SYLLABUS - CIS 111: Intro to Computer Info Systems – Fall '26

This is a 16-week semester course, August 24-December 12. The best ways to reach me are on the class blog, in Zoom office hours, or by appointment in Zoom. Weekly checklists are provided for you to keep up on assignments. This course is 100% online. There are no face-to-face meetings except if you want to meet with me in Zoom.	
CRN#: (course record number)	20407 – Memorize this number. You will use it throughout the course.
Instructor:	Maryann Watson, Professor, Computer Information Systems
Last Day to Contact Instructor:	Send email to maryann.watson.cis111@gmail.com by Monday, August 24, to check in for class. Otherwise, you will be dropped as a 'no show'.
Office on campus:	MBCC 106
Online Office Hours in Zoom:	Mon/Wed, 11:30am-12:30pm and Wednesday evenings, 6:00pm-8:00pm I can also be available by appointment in Zoom. Zoom link will be sent to your personal email address and posted on the class blog.
E-Mail:	maryann.watson.cis111@gmail.com Please include the class CRN number and your full registered name in the subject line so I will know who is sending the email.
Website:	https://watsonswbsite.com/

Regular and Substantive Contact

Online courses require regular and substantive contact between students and the instructor. Students can expect this to be accomplished through student office hours, weekly announcements, timely feedback on assignments, discussion responses, email, or other forms of contact as required. Students can expect to receive a response to emails and/or blog posts within 24 to 48 hours if sent Monday through Friday, or sooner.

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Course Description:

- Last page of syllabus has step-by-step instructions for how to proceed after reading the syllabus.
- 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.
- 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) some word processing features as related to business apps, 2) webpage design using HTML, and 3) multimedia-creation concepts.
- CIS 111 DOES NOT USE CANVAS except as explained later in the syllabus. It mainly uses my website, Cengage SAM digital product, Blogger, email, and Google Chrome.
- Use my [website](#) for information about this course.
- SAFARI browser does not work for what you will be doing in 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 6.)
- 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 6.)
- There is no ‘test out’ for this course.
- Students may spend 6-9 hours per week on assignments for this course, or less. Time involved depends on your reading and comprehension ability and previous experience using computers and applications. Therefore, it is very important that you follow the checklists I provide and not fall behind in your work.
- College-level reading & comprehension ability are expected.
- Keyboarding skill of 30 wpm with no more than 1 error per minute is strongly recommended. If you need to learn touch typing for ‘real’ keyboarding skill, go to www.typing.com to freshen up on your keyboarding skill.
- 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](#).

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

- PURCHASE [Cengage Unlimited](#). The materials required for this class and any others using Cengage products at OCC are included in a Cengage Unlimited (CU) subscription for eTextbooks + Online Homework Platforms.
 - You will begin using the Cengage digital product, SAM, in week 3. Cengage allows a 14-day grace period to use SAM before payment is required.
 - For one price you gain access to ALL Cengage online textbooks, and access codes, in one place.
 - Cengage Unlimited will allow you to use an ebook version of the text material(s) and the SAM digital product for assignments.
 - After purchasing CU and joining the class SAM section, 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 may be easier to work on SAM textbook assignments if you have a hard copy of the text, but most students multitask with 2 screens – 1 for ebook and 1 for working in MS Office applications.
 - Go to cengage.com/unlimited to purchase. Note: Bookstore price is higher, so check Cengage website first.
 - If you are also enrolled in CIS 100, CIS 090, CIS 092, BUS/CIS 134, or BUS/CIS 234, or any OCC class that requires Cengage materials, you only need to purchase 1 subscription for Cengage Unlimited.
 - The SAM account you create after purchasing Cengage Unlimited will be available for you to use even after the course is long over.
1. Subscribe to [Cengage Unlimited](#). When prompted, use your student email address and password for your Cengage account. Then you will register for SAM. (See #4 below.)
 2. You will only use 1 digital product in Cengage Unlimited (SAM Assessments, Training, & Projects). After purchasing Cengage Unlimited, you will select SAM, ISBN 9780357366653, and create a SAM account. (Your student email address and password will also let you create a SAM account.)
 3. DO NOT PURCHASE THE BOOKS. Only purchase Cengage Unlimited. The ebooks will be available in your SAM account.
 4. [How to register for SAM](#). Instructions will be in the weekly checklist schedules, so wait until the checklist tells you to register for SAM. Use your student email address and password for your SAM account.
 5. For no additional cost, you may use any Cengage product for [all courses at OCC where Cengage products are assigned](#).
 6. Financial Aid students may purchase access to Cengage Unlimited from the college bookstore. If your financial aid has not been distributed yet, email me ASAP at maryann.watson.cis111@gmail.com.
 7. Additional required materials for this class: USB storage device, 1G or bigger.

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.

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%
TOTAL:	100%

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Course Policies:

- **CIS 111 DOES NOT USE CANVAS EXCEPT FOR “APPSTREAM VIRTUAL DESKTOP”.**
- Go to <http://www.whatismybrowser.com/> link for checking and updating the browser to have your browser checked. You must update your computer browser accordingly.
- All browsers (except Safari) should work for this course, but if you run into trouble with one browser, try another browser. Chrome and Firefox work best for everything online in CIS 111.
- SAM [System requirements check.](#)
- Become familiar with my [website.](#)
- Help for CIS 111 students: [SAM Help](#)
- CENGAGE HELP Student Office Hours (August 17-Sept 18) Monday-Friday, 8am-2pm Pacific (No office hours on Labor Day- Sept 7) <https://cengage.zoom.us/j/96849499399>
- Cengage Support: 1 (800) 354-9706
- Watson’s Golden Rule for Browsers: If something doesn’t work in one browser, try another browser.

Attendance and Participation:

You are expected to participate every day by following instructions in the daily checklists.

- **It is your responsibility to follow the daily assignment checklists.**
- Daily assignment checklists are posted on my website.
- You are expected to complete your assignments and turn them in according to the due dates in the daily checklists and in SAM. This is how class ‘attendance’ is monitored – even though this may be an online class. If you do not turn in the daily assignment(s), you will be considered ‘absent’.
- It is your responsibility to communicate with me regarding your ‘attendance’. **If you miss 3 days 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 daily 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.
- If you want to purchase Office 2021 Professional software, which also works for this class, check out the good deals on Groupon.com.

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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 flash drive or back them up to the cloud.
- 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:

- Assignments include:
 - 1) reading and completing textbook projects and submitting them to SAM for grading,
 - 2) SAM training, projects, and exams,
 - 3) weekly blog discussions pertinent to the curriculum.
- Weekly assignment checklist schedules tell you when to download subject folders to use for saving all SAM project assignment files.
- Textbook assignments are graded by SAM. SAM assignments are graded by SAM.
- Textbook assignments and other 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 according to the due dates in the daily checklists.
- 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 Daily Checklist Schedules:

- Daily assignment checklists are on Watson's website. The daily checklists list the dates for each day, the week numbers in the course (i.e. week 1, week 2, etc.), topics covered each day, assignments for the days, and due dates.
- Daily assignment checklists are used for checking off completed assignments.
- I strongly recommend that you print the daily checklists for your personal use. The checklists may also be downloaded to your computer and used as digital checklists.
- 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 daily assignment checklists.
- Due dates for SAM assignments are listed in the daily assignment checklists and in SAM.
- Late work is not accepted but I set up SAM assignments to have extended due date time without penalty. **HOWEVER, DO NOT RELY ON DOING ASSIGNMENTS LATE.**

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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.
- Every time you login to your SAM account, you will be able to see your SAM grades.
- When we reach the Excel lessons in the course, I will send you an Excel spreadsheet for recording all of your SAM grades. The spreadsheet will show your accumulated grade as you proceed through the course.
- Blog discussion assignment grades (as appropriate) will be given to you by email.
- SAM grades are worth 90% of your final grade.
- Text assignments are part of your participation grade and part of your SAM Project average.
- See page 5 of this syllabus for grade assignment weights.

Email:

- Your emails will be answered within 24-48 hours or sooner.
- 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 personal email to communicate with me regarding personal matters.
- OCC student email IS NOT used for this course.
- Email me at 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.
- ALWAYS sign your email with full registered name (first and last) and CRN number of your class.

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Class Blog:

- Blogger is used for class questions and discussions.
- Weekly critical thinking discussions and/or questions may be posted on Blogger, which are graded.
- Students must respond to weekly discussions and/or questions.
- AFTER CLASS BEGINS, DO NOT EMAIL GENERAL CLASS QUESTIONS TO ME. Use Blogger for your questions so that other students will have the opportunity to see my answers and to answer questions, too.
- A Blogger invitation will be sent on the first day of class to your personal email address to join Blogger and begin participating with your questions and answers.

Other Policies:

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

How Do You Proceed from Here?

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

Steps to Get Started:

1. On Week 1 Day 1, you will receive a link in your personal email to complete the Syllabus Quiz. It is a required assignment in Week 1.
2. This is the link to my website. Go to the site and add it to your favorites or bookmark it.
<https://watsonswelcome.com/>
3. Click on links on my homepage to familiarize yourself with the website and where to find things for CIS 111.
4. Watch a short presentation about the class: [CIS 111 Orientation](#).
5. Watch [Re Assignments](#).
6. Can't find Week 1 Day 1 assignments?
 - Go to my homepage.
 - Scroll down to the 'Weekly Checklists for Assignments' box.
 - Click on your class link.
 - Click on Week 1 Day 1.
 - Open Week 1 Day 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 (or print it out and manually check off completed assignments).
 - Follow all instructions in the Week 1 Day 1 checklist. Check off assignments as you complete them.
 - Complete all preparation tasks listed in the Week 1 Day 1 assignment checklist before proceeding to Week 1 Day 2 checklist.
7. Read the [SAM](#) page on my website. **You will create your SAM account in Week 3.** The daily checklists will tell you how and when to create your SAM account.
8. Read the [Folders](#) page on my website. Click on the links to learn about the folder procedure.
9. Download the 'HTML' folder from the CIS 111 folders page.
10. [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.
11. Delete the zipped folder. (DO NOT DELETE THE UNZIPPED FOLDER.)
12. Label the unzipped folder according to my [labeling procedure](#).
13. After you have your folder downloaded, unzipped, and labeled, click on the Daily Checklists_link on my homepage and begin with Week 1 Day 1 assignments.
14. QUESTIONS? Post them on the blog. (Check your personal email for the blog invitation.)