Syllabus
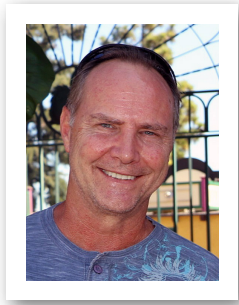
(https://cis.msjc.edu/instructors/Bill_Bennett)**Instructor:** Bill Bennett

Education: **B.S. CTE, CSUSB M.S. CTE, CSUSB** **(http://cis.msjc.edu/evoc)** ; **M.S. IDT, CSUF** **(http://MSIDT.COM)**

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📎 Course Description

This course provides a general introduction to computers and information technology. Students will explore the information processing cycle, with an emphasis on understanding the role of input, output, processing, and storage in modern information systems. Topics for this class include the history of computers, and contemporary issues in information technology. Students will learn to use word processing, spreadsheets, and database applications as a tool for improving personal productivity in an organizational setting.

☰ Course Learning Objectives

By the end of this course, you will be able to:

- Compare and contrast the constituent parts of an information system with an emphasis on input, processing, output, and storage.
- Select an appropriate productivity application for a given task and compose and produce a graphically rich word processing document, a formula based spreadsheet, a relational database, and a media rich presentation. [note: not more than 25% of the contact hours and final grade should be dedicated to application software]
- Classify current technology news and events in terms of Privacy, Intellectual Property, Government Regulation, Ethics, and other contemporary issues in information technology.
- Relate the systems development life cycle (SDLC) to real-world projects.
- Prepare a flowchart for simple process descriptions; compare and contrast programming control structures.
- Solve for the Base2 (binary) equivalent of a Base10 value (decimal).
- Diagram the communication channel, and propose appropriate communication media types to complete the channel (ie. twisted pair, fiber, etc.) given a general communication system

description.

- Propose an appropriate internet tool or resource to derive the answer given a specific Information task.
- Investigate and assess new sources of information and learning opportunities to stay abreast of emerging information and computing technologies.
- List career paths related to the program of study, as well as any qualifications and/or professional certifications that may be associated with those careers.

📖 Course Learning Outcomes

By the end of this course you will have demonstrated the ability to:

- Insert a graphic into a word processing document (as it pertains to a problem/case scenario).
- Format using numbers or bullets within a word processing document (as they pertain to a problem/case scenario).
- Use the SUM function to calculate totals in a spreadsheet document (as they pertain to a problem/case scenario).
- Create a formula to calculate a total in a spreadsheet document (as they pertain to a problem/case scenario).
- Create speaker notes in a presentation document (as they pertain to a problem/case scenario).
- Display slide numbers in a presentation document (as they pertain to a problem/case scenario).
- Apply conditional formatting to a range of numbers in a spreadsheet document (as they pertain to a problem/case scenario).
- Produce a SmartArt diagram by converting a list in a presentation document (as they pertain to a problem/case scenario).
- Apply formatting to a paragraph in a word processing document (as it pertains to a problem/case scenario).

📖 Course Text Book
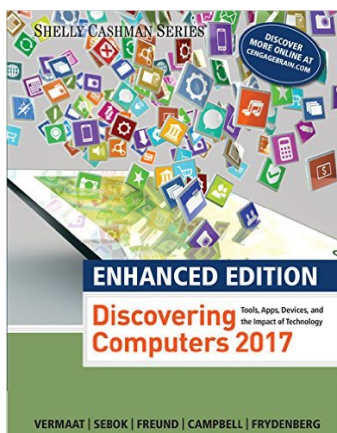
(http://cis.msjc.edu/courses/core_courses/CSIS101/images/BookCoverLarge.png)

Text: Discovering Computers 2017 Enhanced Edition
ISBN #: 978-1-305-65745-8 (Online Book Stores)
ISBN #: 978-1-337-60001-9 (MSJC Book Store Bundle w/Office 2016)
Authors: Vermaat, Sebok, Freund, Campbell, Frydenberg
Publisher: Cengage

Other versions: There are many used books available on the Internet that can be purchased for use in this class. As long as the book you purchase is published by *Cengage*, is titled *Discovering Computers* 2017 1st ed, ©2017, and is written by the authors listed above you will have the book you need to complete this class. Click thumbnail for larger image.

📅 Reading and Assignment Due Dates

Weekly Schedule

Week	In-Class Discussions & Activities (read chapters before class)	Assignment(s)	Due Date
1		Submit Student Check-In.	8/16
1	**Read:** Start Here, Syllabus, Textbook, Course Overview, CIS Certifications and Degrees.	Submit *Check-in Quiz*. Submit Human Scavenger Hunt.	8/21
	Read: Chapter 1 - Introducing Today's Technologies: Computers, Devices, and the Web.	Complete Discussion 1 Complete Chapter 1 Quiz at least 1 time.	
2	**Read: Chapter 2** - Connecting and Communicating Online: the Internet, Websites, and Media.	Complete Discussion 2 Complete Chapter 2 Quiz at least 1 time.	8/28
	Read: Chapter 3 - Computers and Mobile Devices: Evaluating Options for Home and Work.	Complete Discussion 3 Complete Chapter 3 Quiz at least 1 time.	

Week	In-Class Discussions & Activities (read chapters before class)	Assignment(s)	Due Date
3	**Read: Chapter 4** - Programs and Apps: Productivity, Graphics, Security, and Other Tools.	Complete Discussion 4 Complete Chapter 4 Quiz at least 1 time.	9/4
	Read: Skills Assignment 1: Microsoft Word.	Submit Word Assignment.	
4	**Read: Chapter 5** - Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses.	Complete Discussion 5 Complete Chapter 5 Quiz at least 1 time.	9/11
	Read: Chapter 6 - Computing Components: Processors, Memory, the Cloud, and More.	Complete Discussion Complete Chapter 6 Quiz at least 1 time.	
	Midterm Exam (covers chapters 1 -6)		
5	**Read: Chapter 7** - Input and Output: Extending Capabilities of Computers and Mobile Devices.	Complete Discussion 7 Complete Chapter 7 Quiz at least 1 time.	9/18
	Read: Skills Assignment 2: Microsoft PowerPoint.	Submit PowerPoint Assignment.	
	Read: Chapter 8 - Digital Storage: Preserving Content Locally and on the Cloud.	Complete Discussion 8 Complete Chapter 8 Quiz at least 1 time.	

Week	In-Class Discussions & Activities (read chapters before class)	Assignment(s)	Due Date
6	**Read: Chapter 9** - Operating Systems: managing, Coordinating, and Monitoring Resources.	Complete Discussion 9 Complete Chapter 9 Quiz at least 1 time.	9/25
	Read: Skills Assignment: Microsoft Excel.	Submit Excel Assignment.	
7	**Read: Chapter 10** - Communicating Digital Content: Wired and Wireless networks and Devices.	Complete Discussion 10 Complete Chapter 10 Quiz at least 1 time.	10/2
	Read: Chapter 11 - Building Solutions: Database, System, and Application development Tools.	Complete Discussion 11 Complete Chapter 11 Quiz at least 1 time.	
8	**Read: Chapter 12** - Working in the Enterprise: Systems, Certifications, and Careers.	Complete Discussion 12 Complete Chapter 12 Quiz at least 1 time.	10/7
	Final Exam (cover chapters 7 -12)		

📈 Course Grading

Each assignment that you need to complete in this class will display the total number of points you can earn for the assignment. Each assignment also has a scoring rubric which you can view to assist you on meeting the requirements of the assignment and achieving the highest score possible.

There are 2,826 total points possible to be earned in this class. Your final grade in the class will be determined by the total number of points you have earned in the class divided by the total points possible. The resulting percentage will be a letter grade based on the following grading scale.

Grading Scale: A > 89%, **B** > 79%, **C** > 69%, **D** > 59%, **F** < 60%.

🚫 Late Assignments

All assignments must be completed by **11:59 P.M.** on the due date listed for the assignment under the **Due Date** column in the **Course Schedule** section of the Syllabus. NO LATE ASSIGNMENTS WILL BE ACCEPTED without extenuating circumstances. "I had to work," "I was sick," or "I didn't understand the instructions" are **NOT** extenuating circumstances. Hospitalization or death of an immediate family member are, but will require supporting evidence. This does not exempt you from completing any assignment which MUST be submitted by the last day of the class.

Note: **Due Dates** for all **Assignments**, **Exams** and/or **Quizzes** are listed in the Syllabus for this class.

☠ Student Drop Policy

Any student who fails to complete three or more assignments, exams or quizzes may be dropped from the course by the instructor.

💬 Instructor's Regular Effective Contact Policy

For quickest response to questions or problems regarding this course, students should always send me an email using the format specified in the **CIS Email Policy (https://cis.msjc.edu/generalInformation/emailPolicy)** to the email address listed in the instructor box at the top of the Syllabus.

When emailing me during my stated online office hours, which can be found by clicking on the "Hours" link within the Instructor's box of this course, I will usually respond within the same day - depending on my student case load for that particular day. Students are always responded to on a first come first served basis.

When emailing me outside of my posted office hours, when posting to a discussion thread, or when submitting an assignment, students can expect that they will receive an appropriate response, when required, within 48 hours of the post or submission (Monday thru Thursday at 5:00 P.M.). Emails received after Thursday at 5:00 P.M. will be responded to on the following Monday.

To schedule a face-to-face meeting during the posted face-to-face office hours or to request synchronous contact via: virtual office, by telephone, or IM (Instant Messaging); please email your request so that we can schedule a mutually convenient meeting time.

From time to time, as it is deemed necessary, contact will be initiated with you, individually or jointly, via: email, Canvas Announcements, or Discussion Board posts to help keep you informed and up-to-

date regarding your progress or status in this course. Be sure that you read all Announcements I post on Canvas and check your MSJC email on a daily basis. Please click "Reply" when responding to an email I send you so that my email message is included in your email response. That way I can easily keep track of what our discussion thread pertains to.

👎 Plagiarism, Cheating, and Stealing Policies (Academic Integrity)

- Any student who plagiarizes the work of any other person will be given a zero on any and all assignments where plagiarism has been utilized.
- Any student caught cheating on a quiz or final exam will receive a zero for quiz or final exam.
- Any student caught removing items from the classroom including but not limited to: lab materials and tools, without authorization, will be dropped from the course and given an automatic "F".

For more details on plagiarism and cheating, please review the **MSJC Student Conduct Web Resources (http://www.msjc.edu/StudentServices/StudentConduct)** page.

🏠 Learning Environment

All students are entitled to an environment that encourages learning. If a student behaves in a manner that negatively affects other class members, he or she is guilty of disruptive behavior. Such behavior will be addressed in a manner consistent with school policy.

🤝 Need Tutoring?

Check out the MSJC Learning Resource Centers! Academic Support is available for all students through the services provided in the **Learning Resource Centers (http://www.msjc.edu/LearningResourceCenter/Pages/default.aspx)** on each campus. Inquire at each center regarding hours of operations and specific subjects for which tutors are available. In addition, some subject area specialist tutors are available for courses through specific departments. Ask your instructor if specialized tutors are available for your individual course.

Tutoring for some Business & CIS classes including Microsoft Office applications tutoring will be available in the Business/CIS computer lab in Room 956. Lab/tutor schedules can be found at **https://www.msjc.edu/careereducation/studentsupport/ (https://www.msjc.edu/careereducation/studentsupport/) (https://www.msjc.edu/careereducation/studentsupport/)** . Tutors change each semester, please check with the Business/CIS computer lab to learn what subjects have available tutors for the current semester.

♿ Disability Statement

Mt. San Jacinto College abides by the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that prohibits federal and state agencies or programs from discriminating against qualified individuals with disabilities. Students in this course who have a documented disability, that limits a major life activity which may have some impact on your work in this class and for which you may require accommodations should meet with a **Accommodation Service Center (https://msjc.edu/asc/)** facilitator as soon as possible.

Click or tap **Next ▶** to continue.