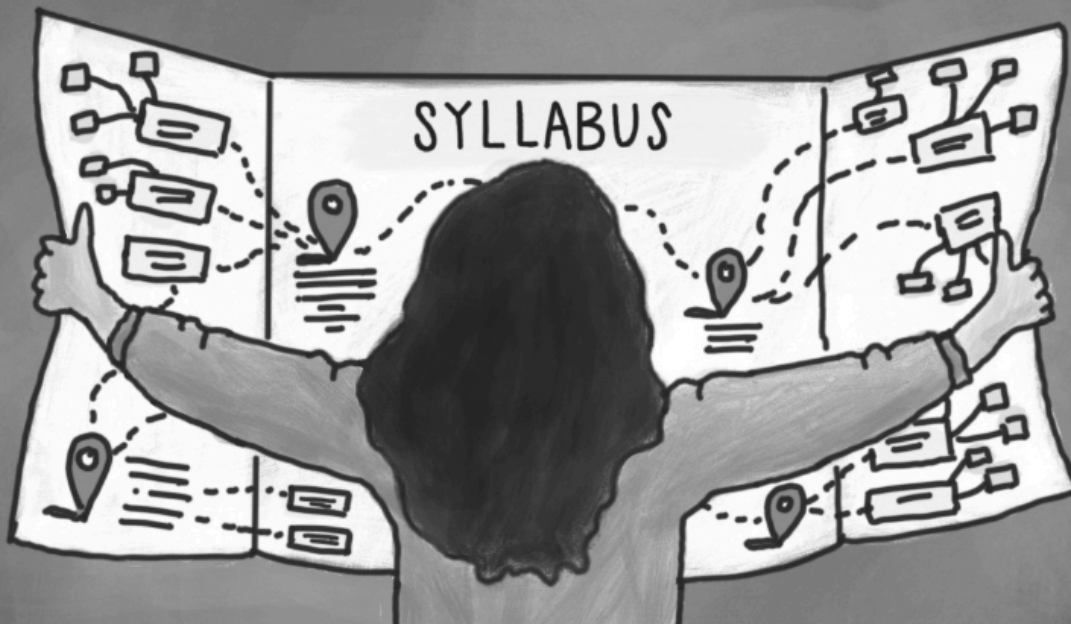


Data Processing





IMPORTANT! No class meetings or online meetings are required for the fully online version of this course.




Instructor Info



(https://cis.bbent.com/Faculty/Bill_Bennett)  **Professor:** Bill Bennett

 **Education:** **B.S. CTE, CSUSB** 
(<http://cis.bbent.com/Courses/Evoc>)
; **M.S. CTE, CSUSB** 
(<http://cis.bbent.com/Courses/Evoc>)
; **M.S. IDT, CSUF**  (<http://msidt.com/>)

 **Certifications:** MCP, MCSE, MCT, CCNA, CIW


 **Email:** bbennett@msjc.edu (<mailto:bbennett@msjc.edu?subject=MSJC>) (see [CIS Email Policy](#) )
(<https://cis.bbent.com/Support/EmailPolicy>.)

 **Office:** Room 962 (MVC Bus. & Technology bldg.)

 **Office Hours**  (<https://cis.bbent.com/instructors/officeHours.aspx?instructor=bennettb>)

 **Web Site:** http://cis.bbent.com/Faculty/Bill_Bennett  (http://cis.bbent.com/Faculty/Bill_Bennett)

I enjoy teaching and talking to students like you. If you would like to discuss the course material or have questions regarding the body of knowledge you are learning, the easiest way to communicate with me is

through the Canvas messaging system or via my MSJC email, BBennett@msjc.edu (<mailto:BBennett@msjc.edu>). Please be sure to list your course number and section number when emailing me. (see [CIS Email Policy](https://cis.bbent.com/Support/EmailPolicy)  (<https://cis.bbent.com/Support/EmailPolicy>))



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

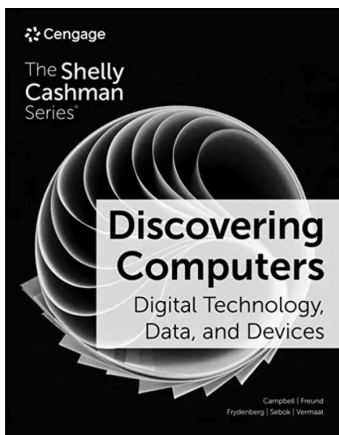
By the end of this course you will have demonstrated the ability to:

- 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



(<https://cis.bbent.com/courses/CSIS101/images/BookCoverLarge.png>)

Text:
Discovering
Computers:
Digital
Technology,
Data,
and
Devices

- 17th Edition ©2023

ISBN #: 978-0357675366 (Online Book Stores)

ISBN #: 978-0357675373 (MSJC Book Store)

ISBN #: 9780357675472 (Cengage Unlimited)

Authors: Jennifer T. Campbell, Mark Ciampa, Steven M. Freund, Mark Frydenberg, Susan Sebok, Misty E. Vermaat, Barbara Clemens

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: Digital Technology, Data, and Devices* 2023 17th Edition ©2023, and is written by the authors listed above you will have the book you need to complete this class. Click thumbnail for larger image.

Instructor's Note: If you are taking other classes which also use a Cengage textbook, I recommend you purchase **Cengage Unlimited** (<https://www.cengage.com/unlimited/>) which will save you a lot of money as

compared to buying each textbook individually. Also, I recommend renting your textbook, preferably the eBook, instead of purchasing a hard copy of the textbook.

Reading and Assignment Due Dates

Weekly Schedule

Week	Activities	Assignment(s)	Due Date
1	Purchase: Textbook	Submit Student Check-In.	1/14
1	Read: Start Here, Syllabus, Prep Unit Module Content	Submit <i>Check-in Quiz</i> . Complete and Submit Human Scavenger Hunt.	1/19
	Read: Module 1 - Being a Digital Citizen: At Home, School, and Work	Complete Module 1 Discussion Complete Module 1 Quiz at least 1 time.	
2	Read: Module 2 - The Internet: Connecting and Communicating Online	Complete Module 2 Discussion Complete Module 2 Quiz at least 1 time.	1/26
	Read: Module 3 - Evaluating Hardware: For Home and Work	Complete Module 3 Discussion Complete Module 3 Quiz at least 1 time.	
3	Read: Module 4 - Programs and Apps: Using Apps for Productivity, Graphics, and Security Read: Skills Assignment 1: Microsoft Word.	Complete and Submit Word Assignment. Complete Module 4 Quiz at least 1 time.	2/2
	Read: Module 5 - Digital Security, Ethics, and Privacy: Avoiding and Recognizing Threats	Complete Module 5 Discussion Complete Module 5 Quiz at least 1 time.	

Week	Activities	Assignment(s)	Due Date
4	<p>Read: Module 6 - Input and Output: Entering Data and Producing Information</p>	<p>Complete Module 6 Discussion</p> <p>Complete Module 6 Quiz at least 1 time.</p>	2/9
	<p>Midterm Exam (covers chapters 1-6)</p>		
5	<p>Read: Module 7 - Digital Storage: Preserving Your Content</p> <p>Read: Skills Assignment 2: Microsoft PowerPoint.</p>	<p>Complete and Submit PowerPoint Assignment</p> <p>Complete Module 7 Quiz at least 1 time.</p>	2/16
	<p>Read: Module 8 - Operating Systems: Managing, Coordinating, and Monitoring Resources</p>	<p>Complete Module 8 Discussion</p> <p>Complete Module 8 Quiz at least 1 time.</p>	
6	<p>Read: Module 9 - Networks and Network Devices: Communicating and Connecting</p>	<p>Complete Module 9 Discussion</p> <p>Complete Module 9 Quiz at least 1 time.</p>	2/23
	<p>Read: Module 10 - Databases: Understanding Data Storage</p> <p>Read: Skills Assignment: Microsoft Excel.</p>	<p>Complete and Submit Excel Assignment.</p> <p>Complete Module 10 Quiz at least 1 time.</p>	
7	<p>Read: Module 11 - Program Development: Creating Systems and Applications</p>	<p>Complete Module 11 Discussion</p> <p>Complete Module 11 Quiz at least 1 time.</p>	3/2
	<p>Read: Module 12 - Web Development: Creating and Publishing Online Content</p>	<p>Complete Module 12 Discussion</p> <p>Complete Module 12 Quiz at least 1 time.</p>	

Week	Activities	Assignment(s)	Due Date
8	Read: Module 13 - Technology Careers: Exploring and Preparing for Opportunities	Complete Module 13 Discussion Complete Module 13 Quiz at least 1 time.	3/7
Final Exam (cover chapters 7-13)			



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%.



Assignment Revisions

Sometimes it takes some practice to nail down the skills we are learning. That's okay! I'm more concerned with you leaving the course with the skills than how many times it takes us to get there. Any of the assignments in this class (excluding deductions for missed peer reviews, lateness, plagiarism, or a failure to meet the minimum qualifications of the assignment, including but not limited to length and source requirements) may be resubmitted for a revised grade. To resubmit an assignment, read the comments I posted in the scoring rubric for your assignment on what needs to be fixed. Resubmissions are due one week after your assignment score is posted. Resubmit the assignment using the same link you used in Canvas for the initial assignment post.



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.

With that said, I do understand that life can throw roadblocks at you. If you encounter health issues, family concerns, or other challenging situations while completing this class, please contact me if you would like an extension on an assignment or exam; please do not give up. There are opportunities to still turn in your work, but please reach out to me to let me know how you are doing and how I can support you. Although I will not be able to relieve you of the responsibilities of course assignments, I can suggest strategies to help you prioritize the work you have remaining. Please also do your best not to fall too far behind in this class as it may impact your ability to receive timely feedback.

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. If your enrollment status in this class warrants it, you will be notified via a Canvas message sent to your Inbox or an email sent to your MSJC email address with a drop warning and given one week to contact me and demonstrate your desire to stay in the class. At that time I will work with you to help you get back on track.

Should you decide that you want to drop or withdraw from the class, you should consult with a counselor first to learn how this action could impact your scholarship at the college.



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** [↗ \(https://cis.bbent.com/Support/emailPolicy\)](https://cis.bbent.com/Support/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](https://msjc.edu/studentconduct/)  (<https://msjc.edu/studentconduct/>)_page.



Artificial Intelligence (AI) Policy

It is my view that Artificial Intelligence is on its way to becoming just as ubiquitous as is the Internet. Meaning that in order to be successful in life you will need to know how and when to use it. Whereas I will not tolerate you plagiarizing copyrighted material or stealing content created by others in any shape or form, I do not have a problem with you using AI to create your initial posts in the discussion forums. However, keep in mind that one of the best techniques for learning new material is *elaboration*. Explaining what you are learning to others goes a long way in helping you to sort out and better retain in your grey matter the content you are learning in this class.

What I am saying is, learning to use AI is a good thing, but be careful that you don't rely on AI too much as could to be a deterrent to your learning experience. It is a slippery slope for sure, but I will leave it up to you to metacognitively evaluate what works best for you as far as your learning is concerned. Keep in mind you paid to be here to learn and understand the subject matter being presented, don't let the lure of AI override your desire to learn this subject matter to the best of your ability.



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.



Diversity, Equity, and Inclusiveness

Mt. San Jacinto College is committed to supporting the diversity of its students and communities and as such, this virtual classroom will be a space committed to anti-racism, anti-sexism, and anti-homophobia. I believe it is important that our class is a space where we can work to understand ourselves and others better. To do this, we must have respect for each other and treat each other with dignity, which requires that we value and affirm each other's experiences. We, the Mt. San Jacinto College Faculty, Classified Professionals, and Administrators, acknowledge there are systemic barriers that have historically excluded and prevented equal outcomes for students on the basis of:

- Race/ethnicity
- Gender Identity and Expression
- Sexuality
- National Origin
- Socioeconomic status
- (Dis)Ability
- Language
- Religion
- Age
- Physical Appearance

- Intersections of these identities.

Therefore, we define equity as an investment and commitment to achieving parity in academic outcomes by removing institutional barriers and creating an inclusive and culturally affirming learning environment. As such, we are dedicated to challenging our perceptions, biases, and blind spots through self-reflection and constant inquiry to identify and eliminate equity gaps and reinvest in our communities. Our purpose is to celebrate diversity, instill hope, and empower our students to transform their lives and those around them.




Satisfactory Academic Progress

Federal and State regulations require that students seeking financial aid must demonstrate Satisfactory Academic Progress (SAP) toward a published degree objective and ensure progress toward the degree for all periods of enrollment whether or not the student has received financial aid. There is a minimum unit and a maximum unit requirement. Withdrawing from a course may have serious impacts on your financial aid eligibility. If a student drops units after receiving a grant disbursement, the student MAY be required to repay a portion or all of the grant. Students are encouraged to review the MSJC SAP policy at: <https://www.msjc.edu/financialaid/sap-policy.html> and consult with a financial aid representative before dropping course(s). An SAP Appeal is available on StudentForms for all extenuating circumstances.



Student Support Hub

For more information about MSJC's dedication to student success see the [Student Support Hub](https://msjc.edu/hub/)  (<https://msjc.edu/hub/>).

Click or tap "Next" to continue.
