CISS 170: Intro To Computer Info Systems

Location:	Evening
Address:	1001 Rogers Street Columbia, MO 65216
Section:	19FALL1/CISS/170/EVA
Semester Credit Hours:	3
Class Day(s) and Time(s):	Monday 5:30 PM - 9:30 PM from August 26, 2019 to October 19, 2019

☰ Syllabus Contents

❶ Course Information

Catalog Description

Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet, and data management software are used to explore use of microcomputers in business. G.E.

Additional Notes

Due to the Labor Day holiday, no class will be held Monday, September 2, 2019. The make-up class will be held Friday, September 6, 2019, 5:30 p.m. to 9:30 p.m.

📖 Textbooks

As part of Truition^{SM}, students will receive their course materials automatically as described below.

    ☁ Gaskin/Vargas/Geoghan/Graviett. (2016). *GO! With Microsoft Office 2016, Volume I with access to MyITLab* (1st). Pearson . *eText*

    ☁ Evans/Martin/Poatsy. (2017). *Technology in Action with access to MyITLab* (14th). Pearson. *eText*

Bookstore Information

Visit https://www.ccis.edu/bookstore.aspx for details.

    eText Information

If a course uses an eText, (see textbook information above) the book will be available directly in Desire2Learn (D2L) seven days before the session begins, if registered for courses prior to that date. Upon first login to VitalSource, students should use their CougarMail email address; alternate email addresses cannot be used. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in D2L.

Physical Course Materials Information

Students enrolled in courses that require physical materials will receive these materials automatically at the shipping address on file with Columbia College. Delivery date of physical materials is dependent on registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on shipping status.

Returns: Students who drop a class are responsible for returning any physical course materials that were shipped. To initiate a return, visit Ingram Returns to generate a pre-paid return label. Materials from dropped courses must be returned within 30-days of receipt. **Failure to return physical items from a dropped course will result in a charge to the student account for all unreturned items.**

Note: Students who opt-out of having their books provided as part of Truition^{SM} are responsible for purchasing their own course materials.

⬇ Technology Requirements

THIS IS A TECHNOLOGY-ENRICHED COURSE WHICH COMBINES IN-SEAT INSTRUCTION WITH ONLINE LEARNING.

Participation in this course will require the basic technology for all classes at Columbia College:

- A computer with reliable internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

For more information, see technical requirements.

👍 Course Learning Outcomes

1. Describe in some detail the various technical components of computers.
2. Demonstrate a working knowledge of the fundamental systems model as it relates to information systems.
3. Explain the role that computers play in contemporary society, including limits and uses, and critically evaluate the effect of computers on society.
4. Demonstrate an understanding of application software and their appropriate uses and productively use application software for word processing, spreadsheet, presentation, and Internet applications.
5. Produce and analyze various forms of computer output.
6. Apply information literacy skills when researching digital literacy concepts and trends.

🎓 Grading

Grading Scale		
Grade	**Points**	**Percent**
A	900 - 1000	90-100%
B	800 - 899	80-89%
C	700 - 799	70-79%
D	600 - 699	60-69%
F	0 - 599	0-59%
Grade Weights		
Assignment Category	**Points**	**Percent**
Discussions	120	12%
Tech Tidbit	15	2%
Presentation: Technology in your field	30	3%

MyItLab A and B Projects	160	16%
MyItLab G Mastery Projects	160	16%
Quizzes	180	18%
Midterm and Final Exam	260	26%
Class Activities	75	8%
Total	**1000**	**100%**

📅 Schedule of Due Dates

Week 1

Assignment	Points	Due
Class Activity 1	15	Monday
Discussion 1	15	Thursday/ Saturday
MyItLab Word Projects 1A and 1B	20	Friday
MyItLab Word Project 1G	20	Sunday
Quiz 1	30	Sunday

Week 2

Assignment	Points	Due
Class Activity 2	15	Monday
Discussion 2	15	Thursday/Saturday
MyItLab Word Projects 2A and 2B	20	Friday
MyItLab Word Project 2G	20	Sunday
Quiz 2	30	Sunday

Week 3

Assignment	Points	Due
Class Activity 3	15	Monday
Discussion 3	15	Thursday/Saturday
MyItLab Word Projects 3A and 3B	20	Friday
MyItLab Word Project 3G	20	Sunday
Quiz 3	30	Sunday

Week 4

Assignment	Points	Due
Midterm Exam	130	Monday
Class Activity 4	15	Monday
Discussion 4	15	Thursday/Saturday
MyItLab Excel Projects 1A and 1B	20	Friday
MyItLab Excel 1G Project	20	Sunday

Week 5

Assignment	Points	Due
Class Activity 5	15	Monday
Discussion 5	15	Thursday/Saturday
MyItLab Projects Excel 2A and 2B	20	Friday
MyItLab Excel 2G Project	20	Sunday
Quiz 4	30	Sunday

Week 6

Assignment	Points	Due
Tech Tidbit	15	Monday
Discussion 6	15	Thursday/Saturday

Assignment	Points	Due
MyItLab Projects Excel 3A and 3B	20	Friday
Quiz 5	30	Sunday

Week 7		
Assignment	**Points**	**Due**
Presentation: Technology in Your Field of Study	30	Monday
Discussion 7	15	Thursday/Saturday
MyItLab Projects PowerPoint 1A and 1B	20	Friday
MyItLab PowerPoint 1G Project	20	Sunday
Quiz 6	30	Sunday

Week 8		
Assignment	**Points**	**Due**
Discussion 8	15	Monday
Final Exam	130	Monday
MyItLab Projects PowerPoint 2A and 2B	20	Tuesday
MyItLab PowerPoint 2G	20	Tuesday

Total Points: 1000

Assignment Overview

Assignments

Discussions

Each week you will actively participate in a discussion. You must provide concrete examples from the readings and web resources, integrate your personal observations and knowledge in an accurate and insightful way to support your post, and include word choices and sentence structures that are suitable for college-level discussions.

Your responses to others' posts should also be well developed, fully explaining your response to the classmates' posts. Make responses that add to the conversation and take it further; simply posting "I agree" or "good job" does not help develop ideas.

Each week's discussion topics will be open from Monday to Saturday. Your initial post is due by 11:59 PM Central Time (CT) on Thursday and two responses to classmates due by 11:59 PM CT on Saturday. See the grading rubric in the course for more details on grading expectations. Week 8 discussion will be due by 11:59 Tuesday.

Late Policy: Late discussion posts will receive no credit. Late MyItLab projects may be accepted up to one week after the due date with a 10% per day late penalty as approved by the instructor. Late quizzes or exams will not be accepted unless prior approval is received from the instructor.

Initial post, worth 10 points, is well developed, complete, and fully addresses the question, citing from the assigned reading. Response posts, worth 2 points each, provide specific, constructive, and supportive feedback. Use of credible sources (beyond readings) as well as personal experiences to support post will earn 1 point per weekly post.

Tech Tidbit

One tech tidbit will be assigned to each student.

Each week students will be presenting a Tech Tidbit they have recently found.

Tech Tidbits are information about an emerging technology or a technology that has affected or will affect the population. You many find your Tech Tidbit in newspapers, magazines, online publications and various websites dedicated to technology or information systems.

Students will be expected to provide a 3 to 5 minute presentation on an emerging technology and be able to answer questions about that technology from their classmates and instructor.

15 points, 1.5% of grade

Presentation: Technology in your Field of Study

You will create a presentation using presentation software of your choice to describe how computing and emerging technologies are impacting your chosen area of study or potential career. Using library resources, research hardware and software being used or being considered for future use in your field. Choose applications that interest you and provide helpful graphics and information on at least 3 different applications or hardware devices for your field. You can also schedule an interview with a practicing professional in your field of study for one of your sources.

Your final slide should list at least 3 sources of information for your presentation. The minimum number of slides for this presentation is 5.

REQUIREMENTS

Your presentation must:

Contain an identifiable introduction
 Contain an identifiable body
 Contain an identifiable conclusion
 Be at least 3 minutes long but no longer than 5 minutes

Students will be evaluated on their ability to meet the stated requirements. Creativity and enthusiasm are helpful elements for success with this requirement.

MyItLab A & B Projects

These projects are closely associated with each chapter of the GO! textbook. They are training projects where you implement the Microsoft Office skills covered in the chapter. You must download files from MyITLab project to complete each project. Specific instructions for these projects can be reviewed in the readings and are included in the downloaded files.

When you download the files, make sure to save them to an easily identifiable location on your computer (such as the MyDocuments) and do not change the file's name. If you download the zip file, make sure to extract the files before beginning the project. To submit your Training Project, you will need to upload your completed assignment to the MyITLab grader. There is more information on this process in MyITLab.

 You have three attempts, with the highest score posted as your grade. Training projects are worth 10 points each. Your training projects are due Friday night at 11:59 pm CT each week. Week 8, these projects will be due on Tuesday.

The grader program in MyItLab will provide both feedback and grades. Students are encouraged to use all attempts to obtain the highest grade possible. Students should seek instructor approval before completing assignments after the due date. MyItLab projects may be accepted up to a week after the due date with a 10% late penalty for each day past the due date.

MyItLab G Mastery Projects

Each week the G Mastery Project requires you to apply the skills you mastered while completing the A and B projects. You will complete the project offline using downloaded files from MyITLab. Specific instructions for each project are included in the downloaded files.

When you download the files, make sure to save them to an easily identifiable location on your computer (such as the desktop) and do NOT change the file's name. If you download the zip file, make sure to extract the files before beginning the project. To submit the project, you will need to upload your completed assignment to MyITLab.

You have two attempts, with the highest score posted as your grade. The G Mastery Projects are worth 20 points each. They are due Sunday night at 11:59 pm CT each week except for Week 8 where they are due Tuesday night at 11:59 pm CT.

The grader program in MyItLab will provide both feedback and grades. Students are encouraged to use all attempts to obtain the highest grade possible. Students should seek instructor approval before completing assignments after the due date. Grader projects may be accepted up to one week after the due date with a 10% late penalty for each day after the due date.

Quizzes

Each week, with the exception of weeks 4 and 8, you will take a quiz in D2L over the weekly Technology in Action readings. You will have 40 minutes to complete the quiz and you will only receive one attempt. Each quiz is worth 30 points and will include a combination of multiple choice, true/false, and matching questions. The quiz is due by 11:59 pm CT on Sunday of the week it is assigned.

Quizzes will be auto-graded in D2L. Students will receive their score immediately after completing each quiz.

Class Activities

Class activities will include case studies, answering questions and sharing the answers found with the class along with videos and other useful resources, using eText features and sharing those features with the class and other in-class activities as assigned by the instructor.

Students will be evaluated on the completion of these in-class activities and following the guidelines given in class.

Examinations
Midterm and Final Exams

Your midterm and final exams are proctored exams located in the Quizzes area of the course and will be taken during class meetings weeks 4 and 8.

Both exams are closed book and will include a combination of multiple choice, true/false, and matching questions over the concepts covered in Technology in Action. You will have 2 hours to complete the exam. Each exam is worth 130 points. The Midterm will cover chapters from Weeks 1-4 and the Final will cover chapters from Weeks 5-8.

Exams will be auto-graded in D2L. Students will receive their score immediately after completing each exam. Students should seek instructor approval to take quizzes or exams after the due date.

☰ Course Outline

Click on each week to view details about the activities scheduled for that week.

Week 1: Using Technology to Change the World

Class Activity 1

Reading Assignment: Technology in Action Chapters 1 and 2

Discussion 1
Explain what the idea of the digital divide means to you. Don't just copy a definition out of the textbook or off the web.

Next, search the Web to find information about a recent project that is aimed at reducing the digital divide. Summarize this project in your own words. Where it is located, what are they trying to do and share what you find interesting about it? Is the project still working, was it success? Include the project name in the subject line of your discussion. Please avoid highlighting a project that another student has used. Make sure to include a working link to your article or website. What kind of project would you propose/create to help reduce or eliminate the divide in your own area?

MyItLab Word Projects 1A and 1B

Set up access to MyITLab

 Install Microsoft Office

MyItLab Word Project 1G

Quiz 1
Each week, with the exception of weeks 4 and 8, you will take a quiz in D2L over the weekly Technology in Action readings. You will have 40 minutes to complete the quiz and you will only receive one attempt. Each quiz is worth 30 points and will include a combination of multiple choice, true/false, and matching questions. The quiz is due by 11:59 pm CT on Sunday of the week it is assigned.

Quizzes will be auto-graded in D2L. Students will receive their score immediately after completing each quiz.

Students should seek instructor approval to take quizzes or exams after the due date.

Week 2: The Internet and Application Software

Class Activity 2

Reading Assignment: Technology in Action Chapters 3 and 4

Discussion 2
Cloud computing is becoming more popular, and many users are working from the cloud and not even realizing it. Use the readings for this week and an article from the web to support your post. Remember to include an active link to your article. What software applications are you currently using that are completely based in the cloud? Have or would you ever use a device that relies solely on the cloud? Explain. Envision a time when all software is web-based. What would the advantages be for being totally on the cloud? Explain. What disadvantages might a cloud-based environment present? Explain.

MyItLab Word Projects 2A and 2B

MyItLab Word Project 2G

Quiz 2

Week 3: Understanding System Software, Assessing Hardware

Class Activity 3

Reading Assignment: Technology in Action Chapters 5 and 6 and 7

Discussion 3

Chapter 6 walks you through conducting a system evaluation on your computer to decide if your current computer meets your needs for now and in the future. What operating system and version are you using? Why? What is your CPU utilization? (For Windows 10 see page 223, Step 2) What does this mean for your computer? What is your total memory? How much is still available? (Step 3) What does this mean? What is your hard drive capacity? (Step 4) Explain each of your results in detail from your system evaluation. What do these things mean? Are there issues? How will you address those issues? What type of technology user are you, does your computer meet your needs? If not, what considerations will you include when purchasing a new computer or device? If your computer does currently meet your needs, provide a scenario in which you would need an upgrade and explain why.

MyItLab Word Projects 3A and 3B

MyItLab Word Project 3G

Quiz 3

Week 4: Networking

Midterm Exam

Your midterm and final exams are proctored exams located in the Quizzes area of the course and will be taken during class meeting weeks 4.

The midterm exam is closed book and will include a combination of multiple choice, true/false, and matching questions over the concepts covered in Technology in Action. You will have 2 hours to complete the exam.

The Midterm will cover chapters from Weeks 1-4.

Class Activity 4

Discussion 4

his week, Chapter 7 covers networking and connecting to the internet. After reading the chapter, look online for another resource that helps explain how to setup and secure a home network to share with the class. Share your resource and explain why you selected this one in particular. Have you set up your home wireless network to restrict access from unauthorized individuals? Why or why not? What kinds of devices do you have connected to your home network? If you don't have any, what kinds of devices would you consider connecting to your network? Explain why. What potential problems could arise from not maintaining a secure home network? Make sure to include an idea from Chapter 7 and an article from the web to support your post and remember to include a link to your article/resource.

MyItLab Excel Projects 1A and 1B

MyItLab Excel 1G Project

Week 5: Managing and Securing your Digital Life

Class Activity 5

Reading Assignment: Technology in Action Chapters 8 and 9

Discussion 5

Should we have intellectual property laws? Some claim that these laws restrict the free market economy, while others argue that strong intellectual property laws are needed to protect a person's ideas, work, and potential profits. Where do you stand? Explain your stance and support it with a recent article (last five years) on intellectual property. Please do not use "Stolen Scream" or "Whitmall vs Warner Brothers" (the Tyson Tattoo).

MyItLab Projects Excel 2A and 2B

MyItLab Excel 2G Project

Quiz 4

Week 6: Software Programming

Tech Tidbit

Discussion 6

When software runs awry, the readings for this week mention a few examples of costly programming mistakes. Find a major programming error from the last five years and briefly summarize the case and what happened. Include the name of the case in the title of the post and avoid one another student has already selected. Thinking about your case and errors/glitches in general, who should be held responsible for defective software, corporate management, production managers, software engineers, or even the software user? Explain your reasoning. Are these errors just an example of the price society pays for using complex technology so no blame should be assigned? Explain. What steps can the software industry take to ensure the integrity of its software?

Reading Assignment: Technology in Action Chapters 10 and 11

MyItLab Projects Excel 3A and 3B

MyItLab Excel 3G Project

Quiz 5

Week 7: Databases, Networking, and Security in the Business

Presentation: Technology in Your Field of Study

Reading Assignment: Technology in Action Chapters 12 and 13

Discussion 7

Your readings for this week have discussed databases, data breaches, and networking security in the business world. Find a major data breach within the last 2 years and do some research explain how and why the breach occurred, what information was accessed, and how this information could be misused. Has the incident been fully resolved or are there ongoing security issues with the company or customer information? Remember to include references to your readings and an article from the web to support your post. Do not use the same data breach as someone else. Include the name of the business or entity impacted by the data breach in the subject line of your discussion.

MyItLab Projects PowerPoint 1A and 1B

MyItLab PowerPoint 1G Project

Quiz 6

Week 8: How the Internet Works

Discussion 8

Think about the term "Internet of Things" in which things (objects, animals, and people) are connected to the Internet and can automatically transfer data over a network. Our society is already filled with many examples of "smart nodes"—such as cars, appliances, and entertainment devices—that are connected to the Internet. What are the advantages and disadvantages of developing a more robust Internet of Things and continuing to add more smart nodes? Explain. What are a few items that are in your personal Internet of Things? Make sure to include an idea from the readings and an article from the web to support your post and remember to include a link to your article.

Final Exam

MyItLab Projects PowerPoint 2A and 2B

MyItLab PowerPoint 2G

⊕ Additional Resources

Online databases are available at library.ccis.edu. You may access them using your CougarTrack login and password when prompted.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: CCHelpDesk@ccis.edu, 800-231-2391 ex. 4357
- D2L Helpdesk: helpdesk@d2l.com, 877-325-7778
- VitalSource: support@vitalsource.com, 1-855-200-4146

Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack at Students -> Academics -> Resources.

❗ Columbia College Policies and Procedures

The policies set forth in the **Policy Library** are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see **Student Policies**. For more information on policies applicable to the entire Columbia College community, see **College-Wide Policies**.

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

Additional Policies:

Academic Integrity and Plagiarism

Academic integrity is a cumulative process that begins with the first college learning opportunity. Students are responsible for knowing and abiding by the **Academic Integrity Policy and Procedures** and may not use ignorance of either as an excuse for academic misconduct. Additionally, all required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the **Student Accessibility Resources** office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our **ADA and Section 504 Policy for Students**.

Notice of Non-Discrimination and Equal Opportunity:

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our **Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure**.

Title IX and Sexual Misconduct

The College is committed to addressing the issues of discrimination, harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the College's **Title IX and Sexual Misconduct Policy**.

Course Policies and Procedures:

Attendance Policy

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled.

For classes with an online component, attendance for a week includes submitting any assigned online activity. Assigned activities are scheduled prior to the course commencing. Assigned activity due dates are subject to change based on actual course progression and will be adjusted as necessary. Attendance for the week is based upon the date work is submitted. A class week is defined as the period of time between Monday and Sunday (except for week 8, when the work and the course will end at 11:59 PM Central Time on Saturday.) The course and system deadlines are based on the Central Time Zone.

Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences jeopardize progress in a course, the College reserves the right to drop or withdraw students from classes. For additional information, see the Administrative Withdrawal for Non-Attendance heading in the **Withdrawal Policy**.

CougarMail

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

All classes rely on participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. You must keep up with the schedule of reading and writing to successfully complete the class.

No late assignments will be accepted without the prior approval of the instructor.

Acceptance of a late assignment is at the discretion of the instructor.

Make-up examinations may be authorized for students who miss regularly-scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's **Student Conduct Code** and **Acceptable Computing Use Policy**. Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the **Student Behavioral Misconduct Policy and Procedures**, and the Acceptable Computing Use Policy can be found in the Policy Library at **ccis.edu/policies**. The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.