

# Introduction to Computing and Information Technology

**CIS50**

**CRN 30021**

**Spring 2017**

**\*\*This syllabus subject to change. Any changes to the syllabus will be noted in the Announcements section of Canvas and announced in class.\*\***

**Instructor:** [Victoria Austin](#)

**Email:** [cis50class@gmail.com](mailto:cis50class@gmail.com) (I have multiple email addresses; any assignments or inquiries related to this class should be sent to this address.)

**Class meets:** Wednesday 7-9:50 pm in 1871

**Office Hour:** Wednesday 5:30-6:30 pm in 803

**Canvas Website:** <https://clpccd.instructure.com/login/canvas>

**Course Description:** A comprehensive introductory to the concepts of management and information systems used in business and similar organizations. Covers the role of information systems in business, the need for data and information, how computers are used in business and other organizations to provide information. Focus on information systems, database management system, networking, e-commerce, ethics and security, computer system hardware and software components. Students will interactively solve applied problems utilizing software productivity tools such as: word processors, spreadsheets, databases, presentation, WWW, and programming languages. Introduce the analytical, written and oral communication skills necessary to communicate effectively in a business computing environment.

**Student Learning Outcome:** Demonstrate basic computing literacy by using office applications, the Internet and computer-based tutorials.

**Goals:** Upon completion of this course, the student should be able to:

- A. Describe existing and emerging technologies and their impact on organizations and society;

- B. Describe and evaluate the development and use of information systems in business;
- C. Solve common business problems using appropriate Information Technology applications and systems;
- D. Demonstrate familiarity with the computing environment, including the hardware, operating system, the user interface, and applications;
- E. Demonstrate the possible solution(s) for simple business applications by applying productivity tools including, word processing, spreadsheets, databases, and presentation software;
- F. Investigate current issues in computer environments such as security, society and business ethics over the use of computer data, and organization of data processing resources within the organization; and
- G. Describe the capabilities, use, and characteristics of programming languages in a computer environment.

### Required Text/Materials:

**MindTap® Computing, 1 term (6 months) Instant Access for Baldauf/Amer's Emerge with Computers v. 7.0, 7th Edition - ISBN: 9781337109857**

Students can purchase thru the LPC bookstore OR publisher:

<http://www.cengagebrain.com/shop/isbn/9781337109857>

This is an online textbook. You will have the option of printing out a part of it, but there is no physical book. Therefore, to read it, you will need internet access. The system requirements (hardware and software you will need to access the book) are located [here](#). There is a free period available for students who need time to purchase the book that lasts until around February 8.

**Note:** this is the version of the book that's integrated directly into our Learning Management System for this class, which is Canvas. So you will access the book by entering the class in Canvas. *Note that other sections of this class use a different ISBN, so make sure you get the correct one.*

**Also:** Windows Operating System 7 or Mac OS 10.6 or more recent recommended, MS Office 2010 or after, including Word, Excel, PowerPoint, and Access. If you don't have access to a computer, the internet, or this software, you can use the computer lab on campus.

### Course Format

This class meets once a week for three hours. Additionally, there is lab work to be completed in MindTap, plus weekly chapter tests which you will complete in Canvas. For every hour of class time, students should expect 2 hours of preparation. There will be assignments with a penalty for late work, weekly quizzes, and because quizzes are made available for you to do for several weeks, there is no makeup for missed quizzes.

## Attendance Policy

Students are expected to attend class, participate in weekly discussions, and keep up with deadlines for assignments. There are weekly short attendance/review quizzes that are part of your grade.

## Drop Policy

The instructor may drop students who miss the first meeting of a course. You can start working on the class even before you have your textbook; look in Canvas and you will see work that can be completed without your textbook.

Additionally, [college policy](#) allows instructors to drop students who do not complete any work for two consecutive weeks of class. However, if you stop attending class, and you wish to drop, you should drop yourself. Do not assume the instructor will drop you if you stop showing up.

## Evaluation/Grading:

- **Attendance quizzes:** most classes will include a short (5 question or less) quiz on the previous lecture. We will grade them in class, and they will be turned in immediately. Quizzes cannot be taken late. You can miss up to three of these without penalty, and after that they will start to affect your grade.
- **Application Assignments:** There are four homework assignments based on the Microsoft Office suite of applications: Word, Excel, PowerPoint, and Access, available in Canvas
- **MindTap lab Assignments:** There are weekly assignments in MindTap intended to help you master the material that appears on the chapter tests.
- **Presentations:** Students will be responsible for presenting work from the reading material once during the semester. Each student's presentation can take up to ten minutes. More information will be provided about this assignment during the second class.
- **Tests:** There are weekly tests on the reading material. Tests are taken at your convenience in Canvas and are available from the beginning of the term, and at least one week after the reading is assigned. Missed tests cannot be made up past this time window under any circumstances. Two tests (lowest scores) will be dropped at the end of the semester.
- **Research Paper:** There is a research paper due later in the term. A more detailed assignment will be handed out the second week of class.
- **The final exam:** covers the entire semester, and it is mandatory, which means you have to take it. *If you miss the final exam, you fail the course.*

**Final Exam** is on: Wednesday, May 24, 7:30-9:20 PM

There may be up to two extra credit assignments available later in the term. Details will be given during class or are available from the instructor.

### Grading

Attendance quizzes	10%
Applications lab assignments	10%
MindTap assignments	10%
Student presentations	10%
Tests	30%
Paper	15%
Final Exam	15%

### Grading scale

A = 90-100 %	C = 70-79 %	F = 0-59 %
B = 80-89 %	D = 60-69 %	

Extra credit may be offered, but the expectation is that you will use your regular coursework as the basis for your grade. In any event, extra credit is not enough to raise your grade from one letter grade to another, such as a B to an A.

A word about incomplete work: the *incomplete* grade was never intended for students who simply get behind in their work; it is intended to accommodate a student with an unforeseen disastrous event that makes it impossible to finish classwork on time. Do not request an incomplete unless you are (1) doing passing work at the time of the request and (2) able to document the reason for the request.

### Cheating and plagiarism:

If you are caught cheating, a report will be submitted to the Dean of Students Services for investigation and disciplinary action. Examples of cheating:

- copying test answers
- copying work off the Internet
- turning in work that is copied from another student
- copying material in written assignments without giving credit to the author

Please understand that I take this issue very seriously. If you have questions about what that means, please refer to the college's academic honesty statement at <http://www.laspositascollege.edu/facultystaff/honesty.php>

You must use your own words and your own sentence structure to avoid plagiarism, and you must credit any sources you use for ideas. We will do a unit on plagiarism later

in the semester to make sure you understand the concept. I do use automated tools to detect plagiarism in student work. Please note that I will fail your research project or any other assignment if it is not your own work; don't test me on this because I am absolutely serious and have caught and failed students for this in the past.

## Weekly Assignments:

Assignments are due on Wednesday unless otherwise stated. Assignments will be submitted via email to [cis50class@gmail.com](mailto:cis50class@gmail.com). Please put your name and the number of the assignment (such as HW1) into the subject line; I will not attempt to guess whose work it is based on the email address from which it was sent.

Late written assignments will only be accepted within one week of the due date. For the first week after the due date, 50% of the maximum possible score will be subtracted for all late assignments. Written assignments submitted more than one week late will not be graded. Class syllabus and assignment dates are approximate and subject to change.

Work in MindTap and Canvas is all available from the first day of the semester. You can complete it at any time. For this reason, the due dates listed below are the final dates this work can be completed.

## Weekly outline and assignments

<b>Class Date</b>	<b>Reading</b>	<b>Weekly topics &amp; assignments</b> Assignments and tests due on the date listed
January 18	Syllabus (this document) <a href="#">Canvas Student Guide</a> MindTap/Emerge with Computers <a href="#">get started guide</a>	In class: Review syllabus, class expectations, and various technologies used for class. <ul style="list-style-type: none"> <li>Log into Canvas and enroll for the textbook there <ul style="list-style-type: none"> <li>Follow the prompts to create an account or login into an account you already have there</li> </ul> </li> </ul> Log into class Canvas to familiarize yourself with this site
January 25	<b>Module 1, Computing</b> <ul style="list-style-type: none"> <li>Read <b>Unit 1, Digital Technology</b></li> </ul>	Lecture: Introduction to digital computing
February 1	<b>Module 1, Computing</b> <ul style="list-style-type: none"> <li><b>Unit 2, Ethics</b></li> </ul>	Lecture: Digital Literacy and Ethics

		<ul style="list-style-type: none"> <li>• MindTap/Emerge: <ul style="list-style-type: none"> <li>○ Complete Unit 1.1 Digital Literacy</li> <li>○ Unit 1.2 Computing Platforms</li> </ul> </li> <li>• Test in Canvas: Unit 1, Digital Technology – must be completed by 2/8</li> </ul>
February 8	Module 1, Computing <ul style="list-style-type: none"> <li>• Unit 3, Hardware</li> </ul>	Lecture: Hardware <ul style="list-style-type: none"> <li>• Canvas Test: Unit 2, Ethics</li> </ul>
February 15	Module 1, Computing <ul style="list-style-type: none"> <li>• Unit 4, Software and Apps</li> </ul>	Lecture: Software and Apps <ul style="list-style-type: none"> <li>• MindTap/Emerge: <ul style="list-style-type: none"> <li>○ Unit 3-1 Processing</li> <li>○ Unit 3-3 Input/Output</li> </ul> </li> <li>• Canvas Test, Unit 3, Hardware</li> </ul>
February 22	Module 1, Computing <ul style="list-style-type: none"> <li>• Unit 5, Digital Life Issues</li> </ul> Microsoft Word	Lecture: Digital Life and Introduction to Microsoft Word <ul style="list-style-type: none"> <li>• MindTap/Emerge: <ul style="list-style-type: none"> <li>○ Unit 4-1 Software Development</li> <li>○ Unit 4-2 System Software</li> </ul> </li> <li>• Using Word assignment</li> <li>• Canvas Test: Unit 4, Software and Apps</li> </ul>
March 1	Module 2, Networking <ul style="list-style-type: none"> <li>• Unit 1, Telecommunications</li> </ul>	Lecture: Intro to Networking and Telecommunications <ul style="list-style-type: none"> <li>• MindTap/Emerge: <ul style="list-style-type: none"> <li>○ Unit 4-3 Apps – Desktop, Mobile, and Web</li> <li>○ Unit 4-4 Managing Software</li> </ul> </li> <li>• Canvas Test: Unit 5 Digital Life</li> </ul>
March 8	Module 2, Networking <ul style="list-style-type: none"> <li>• Unit 2, Freedom of Speech</li> </ul> Using Microsoft Excel	Lecture: Freedom of Speech & Using Spreadsheet Software <ul style="list-style-type: none"> <li>• MindTap/Emerge <ul style="list-style-type: none"> <li>○ Unit 1-3 Wireless Data Communication</li> <li>○ Unit 1-4 Computer Network</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Canvas Test: Module 2, Unit 1 Telecommunications</li> </ul>
March 15	Module 2, Networking <ul style="list-style-type: none"> <li>• Unit 3, Internet</li> </ul>	Lecture: the Internet <ul style="list-style-type: none"> <li>• Using Excel Assignment</li> <li>• Canvas Test Module 2, Unit 2 Networking</li> </ul>
Spring Break is March 20-25		
March 29	Module 2, Networking <ul style="list-style-type: none"> <li>• Unit 4, Privacy Issues</li> </ul> Using PowerPoint	Lecture: Privacy Issues & Using PowerPoint <ul style="list-style-type: none"> <li>• MindTap/Emerge <ul style="list-style-type: none"> <li>○ Unit 3-1 Internet Technologies</li> <li>○ Unit 3-2 Web Technologies</li> <li>○ Unit 3-3 Cloud Computing</li> <li>○ Unit 3-4 Web Resources</li> </ul> </li> <li>• Canvas Test Module 2, Unit 3 Internet</li> </ul>
April 5	Module 2, Networking <ul style="list-style-type: none"> <li>• Unit 5, Information Security</li> </ul>	Lecture: Information Security <ul style="list-style-type: none"> <li>• MindTap/Emerge <ul style="list-style-type: none"> <li>○ Unit 4-1 Privacy</li> </ul> </li> <li>• Using PowerPoint Assignment</li> <li>• Canvas Test Module 2, Unit 4 Privacy</li> </ul>
April 12	Module 3, Media <ul style="list-style-type: none"> <li>• Unit 1, Digital Media</li> </ul>	Lecture: Digital Media <ul style="list-style-type: none"> <li>• MindTap/Emerge <ul style="list-style-type: none"> <li>○ Unit 5-1 Machine Level Security</li> <li>○ Unit 5-2 Network Security</li> <li>○ Unit 5-3 Internet Security</li> </ul> </li> <li>• Canvas Test Module 2, Unit 5 Information Security</li> </ul>
April 19	Module 3, Media <ul style="list-style-type: none"> <li>• Unit 2, Intellectual Property Rights</li> </ul> Using Databases/Microsoft Access	Lecture: Intellectual Property Rights & Databases/Access <ul style="list-style-type: none"> <li>• MindTap/Emerge <ul style="list-style-type: none"> <li>○ Unit 1-2 Digital Audio</li> <li>○ Unit 1-3 Digital Graphics</li> <li>○ Unit 1-5 Digital Video</li> <li>○ Unit 1-6 Interactive Media</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Canvas Test Module 3, Unit 1 Digital Media</li> </ul>
April 26	Module 4, Business Information <ul style="list-style-type: none"> <li>• Unit 1, Big Data</li> </ul>	Lecture: Big Data and Using Access <ul style="list-style-type: none"> <li>• MindTap/Emerge <ul style="list-style-type: none"> <li>◦ Unit 2-1 Intellectual Property Rights</li> </ul> </li> <li>• Canvas Test Module 3, Unit 2 Intellectual Property Rights</li> </ul>
May 3	Module 4, Business Information <ul style="list-style-type: none"> <li>• Unit 2, Ecommerce</li> <li>• Unit 3, Business Systems</li> </ul>	Lecture: Business Information <ul style="list-style-type: none"> <li>• MindTap/Emerge <ul style="list-style-type: none"> <li>◦ Unit 1-1 Database Structure</li> </ul> </li> <li>• Canvas Test Module 4, Unit 1 Big Data</li> </ul>
May 10	Module 4, Business Information <ul style="list-style-type: none"> <li>• Unit 4, Globalization</li> </ul> Microsoft Access	Lecture: Globalization and Microsoft Access <ul style="list-style-type: none"> <li>• MindTap/Emerge <ul style="list-style-type: none"> <li>◦ Unit 2-2 Ecommerce Technologies</li> </ul> </li> <li>• Canvas Test Module 4, Unit 2 &amp; 3</li> </ul>
May 17	Module 4, Business Information <ul style="list-style-type: none"> <li>• Unit 5 Artificial Intelligence</li> </ul>	Lecture: Artificial Intelligence <ul style="list-style-type: none"> <li>• Using Microsoft Access Homework</li> <li>• Canvas Test Module 4, Unit 4 Globalization</li> </ul>
May 24	Final Exam 7:30-9:20 PM In the computer lab, Room 803	You must take the final exam to pass the class.

## Technical Support

For more information on how to log into Canvas and other technical support issues, visit <http://www.laspositacollege.edu/onlinelearning/> or call 925 424 1142. Support hours and details are listed [here](#).

Support for the MyBCommLab product is available from the publisher at [this address](#). This site also includes compatible browsers and system requirements.

## **ADA Accommodations**

Students with documented disabilities needing accommodations are encouraged to discuss their needs with the instructor either by email or by making an appointment during office hours. More information may be obtained through the Disability Resource Center at 925 424 1510 or online at <http://www.laspositascollege.edu/DSPS/index.php>. Confidentiality of student's disability is maintained in accordance with the Family Education Rights and Privacy Act.

## **Confidentiality of Email and Online Materials**

All students' email addresses may be available to other students in class. Although some assignments in an online course may require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication. However, students should recognize that email and other electronic media are never totally secure. The use of LasPositas's website, email, and Canvas software for the creation and/or distribution of material not pertaining to course participation is prohibited and may be grounds for disciplinary actions according to College Policy. Such actions include, but are not limited to, the inappropriate use of email and discussion boards for harassment, unlawful solicitation, spamming, and use of Canvas to link to inappropriate materials.

[Las Positas Academic Calendar with various deadlines and dates listed on it](#)