

Fall 2014 Course Syllabus

Meeting Schedule

| <u>Week</u> | <u>Date</u> | <u>Classroom Topic</u> |
|-------------|-------------|--|
| Week 1 | Sept 22 | Course Introduction. Assignments and Overview of On-line activities. |
| | Sept 24 | Survey overview. Lab overview. Word Processing Software. |
| Week 2 | Sept 29 | Word Processing Software. |
| | Oct 1 | Authoring a document using technology. |
| Week 3 | Oct 6 * | Inside the box. |
| | Oct 8 | Electronic Research. |
| Week 4 | Oct 13 | Outside the box. |
| | Oct 15 * | Spreadsheet Software. |
| Week 5 | Oct 20 | Making the box useful. |
| | Oct 22 * | Presentation Software. Distribute midterm. |
| Week 6 | Oct 27 | Networking. Midterm Due. |
| | Oct 29 * | Telecommunications. |
| Week 7 | Nov 3 | Internet & Information Infrastructure. |
| | Nov 5 | Midterm review. Database Software. |
| Week 8 | Nov 10 * | Project Management. |
| | Nov 12 | Project Management Tools and Software. |
| Week 9 | Nov 17 * | Image Editing Software. |
| | Nov 19 | Production Time/Peer Review. |
| Week 10 | Nov 24 | Computer Security and Risks. Portfolio due. |
| | Nov 26 | Computers around us. |
| Week 11 | Dec 1 | Portfolio review. |
| | Dec 3 | Social and ethical issues. |
| Week 12 | Dec 8 | The future. Course recap. |
| | Dec 10 | Final Exam. Per finals schedule 8:30 – 10:30 pm. |

Course Goals

Provide an introduction to management information systems, system design and development, data communications, data management, office automation, computer hardware and software concepts. Use common software packages for business applications including word processing, spreadsheets, presentations, database, and Internet web tools.

Required Texts

- CIS-003 Lecture Notes and Handouts, 2014. W. Hepburn.
- One of several Microsoft Office Suite reference books. Options will be discussed in class.

Class Participation

A portion of most class sessions will be dedicated to discussing occurrences in the news that relate to what we have discussed in class. You will be expected to participate in these discussions, and to bring topics for discussion. Class attendance and participation will account for 10 percent of your grade.

My students generally find that attendance at class sessions is helpful and there is a strong positive correlation between grades and attendance; however, I do not drop students for poor attendance.

On-line Component

This section of CIS-3 is designed as a “Hybrid” of both on-line and classroom activities. On-line activities consist of selected reading activities, viewing videos of demonstrations, and completing sections for your portfolio. We also have a “forum” where you may post messages for your classmates and instructor. The rules of classroom etiquette apply here as well as in class. This section is equivalent of 2 hours per week of in class work. Log into the course material through <https://catalyst.deanza.edu>.

Homework

Several sections of the course have short practical exercises associated with them. These exercises must be completed and turned in as described in class. I will grade them and return them at the next class meeting. The homework assignments will be averaged, and that average will count 20 percent of your grade. Days on the meeting schedule marked with an “*” have a homework assignment due that day.

Portfolio

You will be expected to prepare a portfolio of your best work using computer applications. The portfolio will count for 30 percent of your grade and will be due on November 24. We will conduct “peer reviews” of portfolios in class during the ninth week of the course.

Tests

There will be two written tests, a mid-term and a final. Each will require a short written discussion of topics that we have discussed and demonstrations of software skills. The mid-term will be distributed at the end of class on October 22 and be turned in at the beginning of class on October 27. The final will be turned in according to the campus finals schedule on Wednesday December 10 from 8:30-10:30 pm. Each will count 20 percent of your grade.

Time Management

Much of your work will not be turned in until late in the quarter. Use your time effectively and do not wait until the last minute. Remember this is a four and one half-unit course. You must allocate an appropriate amount of time both inside and outside of class to complete the work.

Grades

Course grades will be computed as follows:

| Grade | Percent | Grade | Percent | Grade | Percent |
|--------------|----------------|--------------|----------------|--------------|----------------|
| A+ | > 97 | B | 83 – 86.9 | D+ | 67 – 69.9 |
| A | 93 – 96.9 | B- | 80 – 82.9 | D | 63 – 66.9 |
| A- | 90 – 92.9 | C+ | 77 – 79.9 | D- | 60 – 62.9 |
| B+ | 87 – 89.9 | C | 70 – 76.9 | F | < 60 |

Late submissions of assignments will be assessed a 10 percentage point penalty for each class day they are late without documentation of illness, death in the family, etc. All work must be turned in by the final exam date.

Contacting the Instructor

The best way to contact me outside of class is by e-mail at hepburnbill@deanza.edu. I check my e-mail several times per day. However, I do NOT accept assignments via e-mail unless special arrangements are made in advance.