

CIS105: Survey of Computer Information Systems



Class Information

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Required Materials

- Skills for Success with Microsoft Office 2007 (Pearson), Townsend
- Technology in Action Complete, 6th Edition (Pearson), Evans, Martin and Poatsy
- Myitlab (Pearson)

Course Description

Overview of computer technology, concepts, terminology, and the role of computers in society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes programming and use of the Internet. Exploration of relevant emerging technologies. Prerequisites: None.

Course Competencies/Objectives

1. Summarize the historical development of information processing and the computer, and describe its impact on society.
2. Use accurate terminology to describe common uses of technology in society.
3. Describe how technology is used in various career paths.
4. Identify common hardware components of computer systems and describe their uses.
5. Identify different types of software and their uses.
6. Use word processing, spreadsheet, database, and presentation software.
7. Describe common uses of networks.
8. Use the Internet to communicate, collaborate, and retrieve information.
9. Create programs in a common programming language using appropriate input, output, and processing statements for that language.
10. Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.
11. Describe the steps in planning and implementing technology solutions.
12. Identify positive social and ethical behaviors when using technology and the consequences of misuse.

Communication Policy

Students are expected to check their Bb accounts at least one a week for Bb Announcements. The instructor will communicate any unexpected changes to you via Bb. Students are also responsible for the policies as outlined in the [college catalog](http://www.gc.maricopa.edu/catalog) (<http://www.gc.maricopa.edu/catalog>) and the [student handbook](http://www.gc.maricopa.edu/facultystaffhandbook) (<http://www.gc.maricopa.edu/facultystaffhandbook>).

Attendance Policy

Attendance is required for successful completion of the course. There is a maximum of three (3- 50 minute periods) absences (except official absences) allowed. Anyone exceeding this amount **without contacting the instructor** may be withdrawn from the course by the instructor. Official absences are those stated in the [student handbook](http://www.gc.maricopa.edu/facultystaffhandbook) (<http://www.gc.maricopa.edu/facultystaffhandbook>).

If you are absent on the due date of an assignment, you will be permitted to turn in the assignment on the date you return (***if your absence is excused***). Lab and homework assignments are due on the date listed in this syllabus. Lab assignments turned in late will be docked **10%** per week; they are only accepted until the start of the unit (i.e. all Excel assignments must be turned in before Access MyITLab Test). If you miss a class – you may put the assignment in the box on your instructor's office door or folder by 5:00p.m. of class day and have it be considered on time.

If you know you are going to be absent the day of a text, you can arrange a make up date. If no pre-arrangement has been made, you are expected to take the test on the day you return.

Withdrawal Policy / Reinstatement Policy

Student may be WITHDRAWN from the course for insufficient participation at any time during the semester. Insufficient participation is three (3) unexcused consecutive absences or failure to contact the instructor within the time frame of completing three chapters in accordance with this syllabus. To receive an F in this class you must attend for the entire semester.

If you are receiving financial aid of any kind, it is your responsibility to protect your eligibility to receive financial aid by meeting the attendance requirements of this class.

Software Usage / Academic Dishonesty

It is **illegal to copy** the software from GCC for your own use. Students who do so **will be withdrawn with a Y (withdrawn failing) from the course**. Any student attempting to or misusing the classroom intranet or the Internet during class time will be warned. If action continues, the student will be removed from class.

Students are expected to do their own assignments without any but the most casual help from others, unless working on a group project as directed by your instructor. Your instructor is available to help students with assignments, either during regularly scheduled class time or by appointment at other times.

Any indication of misconduct (as defined in the [General Catalog](http://www.gc.maricopa.edu/catalog) & [Student Handbook](http://www.gc.maricopa.edu/facultystaffhandbook) found at <http://www.gc.maricopa.edu/catalog> and <http://www.gc.maricopa.edu/facultystaffhandbook/>) which

includes, but is not limited to, copying of work between students, **will result in a reduction of one full letter grades for all parties involved in the copying.**

DO NOT SHARE YOUR HARD WORK, STORE IT SECURELY (on Drives H: or S:), AND IMMEDIATELY REPORT THE LOSS OF THE MEDIA ON WHICH YOUR WORK IS STORED TO YOUR INSTRUCTOR!

Additionally, each party will receive a score of ZERO for the work involved. A second offense by any party or the use of lost or stolen work **will result in a grade of “F” or Withdrawn Failing “Y” for the course** as well as a referral to the appropriate dean.

Grading

Final grades are determined by an accumulation of total points from examinations, quizzes, lab / worksheet assignments. Your final grade in the course will be based on the following:

Chapter Exams : -----	4 @ 150 points each	600
Labs: -----	12 (11 @50 pts 1 @ 75 pts)	625
Concepts Reviews -----	17@10 points each	170
Proficiency Exams -----	4 @100 points each	400
Discussion -----	1 @100 points each	<u>100</u>
Total points available -----		1895

After your numerical grade has been calculated, your letter grade will be determined as follows:

A	(90 – 100%)
B	(80 – 89%)
C	(70 – 79%)
D	(60 – 69%)
F	59% and below

Letter grade will be awarded if a student completes all work, including the final exam.

“W” – Withdrawn – awarded if a student stops participating in class and officially withdraws from class or is withdrawn by the instructor for non-participation and student’s work has been acceptable (passing) quality.

“Y” – Withdrawn Failing – awarded if a student does not complete course work in accordance with guidelines including the final exam and does not contact the instructor requesting an incomplete and student’s work has not been of acceptable quality.

“X” – Incomplete – awarded if a student does not take the final exam but does notify the instructor and commits to a contract for completion. Students receiving an “X” must make up the final by appointment only, within the time frame specified by the instructor in the contract.

Requests are not automatically granted. The instructor will consider granting an incomplete only when all course work is up to date and has been of acceptable quality and the student must miss the final exam

through circumstances beyond the student's control. Students who know ahead of time that they will be unable to take the exam on the specified date should contact the instructor.

Other

The college will make reasonable accommodations for persons with documented disabilities. Student should notify Student Services and their instructors for any special needs.

Note: *The Instructor of Record reserves the right to change any of the preceding course policies/procedures or course requirements if said change(s) are deemed by the Instructor to be beneficial to all students.*

Use your smart phone Scan QR Code for course information (Meeting days/times, Books, Instructor email).



[For more on QR codes click here.](#)

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