

A note to my students:

I am really sorry that this syllabus is so long – there is a LOT to be read here because this is an online class. I know that I do repeat some important items. Unfortunately this is the best way I know of putting all the information you will need in a single location for you to reference. It is essential that you do actually “*Read. Learn and Inwardly Digest*” this syllabus because you will be held responsible for knowing its contents.

## **CSIS 110-2612 (Online) Fall 2009 Principles of Information Systems**

**Instructor:** Diane Mayne-Stafford  
**Phone:** 619-644-7567

**Office:** 507B  
**Email:** [Diane.Mayne-Stafford@gcccd.edu](mailto:Diane.Mayne-Stafford@gcccd.edu) BUT use the BlackBoard message system for class related messages

**Office Hours:** Subject to change during the semester - take note of any emails sent regarding these. I will be in my office on campus on Mondays from 12:30 – 2 p.m. and by appointment. Online office hours will normally be each weekday morning from 9:15 to 10 a.m. but may be changed for the convenience of students. You may request that I change those hours occasionally and I will do my best to be available online at the time requested. I will post changes to the normal times on BlackBoard. I am not available from Friday evening until Monday mornings.

### **Units**

This course is worth 4 units.

### **Associate Degree Applicable**

Course credit transfers to CSU, UC. At SDSU this course is articulated with IDS180.

### **Prerequisite**

None, but very slow typists will spend a lot of time completing the assignments. Students who do not have basic computer literacy should take CSIS 105, Introduction to Computers before enrolling in this course.

### **ACADEMIC HONESTY**

Cheating (copying, allowing your work to be copied, violating software copyright laws, other actions) **will not be accepted**. This particularly applies to copying computer files. **YOU MUST DO YOUR OWN WORK! NO SHARING WITH A FRIEND!** Allowing others to copy your work or doing their work for them is cheating, just as much as using someone else's work. You **MUST** do your own work and only your own work. **YOU MUST NOT WORK TOGETHER ON ASSIGNMENTS**. In particular this means that if you are working on the same computer as someone else in the class, you must do your work at different times and using completely separate files, making certain that you do not leave your work on the hard disk for others to access. The first incident will earn a score of zero on the item involved. A second incident will also earn zero points and will also be referred to the appropriate college office so that this is put on your student record. No one who is caught cheating will be allowed to do the optional assignment. Also, if you are caught cheating and you have missed 3 times (including any two day suspension), you will immediately be dropped from the class regardless of any agreement you may have previously made to remain over the normal three absences.

The assignments are designed to be done by a single person and are graded as if a single person did 100% of the work. If I allowed you to work with one friend (which I do NOT) then either you would be entitled to only half of the grade or I would make the assignment twice as hard and if I allowed you to work with two friends (which I do NOT) then the grade would be divided by three or the work made three times as hard etc..

I understand that this policy may be new and different for some students and if it is not what you have been accustomed to in the past then **you must change** to accept it.

**TO REPEAT: DO NOT ALLOW ANY ONE ELSE TO SEE YOUR WORK.**

**DO NOT GIVE YOUR FILES TO ANYONE ELSE.**

**DO NOT TAKE THE WHOLE OR ANY PART OF AN ASSIGNMENT FROM ANYONE ELSE.**

**DO YOUR WORK ALONE.**

### **In-class Time Required:**

3 hours lecture and 3 hours lab per week. This will be done online in BlackBoard. Details of how to access BlackBoard will be provided during the orientation meeting on campus and in the document "*FA09 Using BlackBoard in Professor Mayne-Stafford's CSIS 110 class*" Homework will also be required. See the document called "*FA09 CSIS 110 Structure of the Online class*" for details.

### **Times**

This is an online class. There are no regular on campus meetings and the class is asynchronous, meaning that you do not have to be online or in a particular location at a specific time and you can access your online course 24 hours a day, 7 days a week. It does **not** mean that the instructor will be there 24/7. However work must be completed and handed in according to a set schedule. Taking an online class requires self-discipline and self-motivation to keep up with the work and to hand in the assignments without prompting by your instructor. You will be taking responsibility for complying with the conditions of the class. You will need to put forth a serious effort in order to yield a satisfying result. You will have to remember to do your work (BY YOURSELF), hand it in on time and take exams without the regular reminders that are often given during on-campus classes. I will not usually be reminding you of events that are on the calendar attached to this syllabus. You should get into the habit of logging on and checking for emails and calendar and schedule changes at least every other day, and preferably every day.

If you do need help with your work you should use one of the Grossmont College tutors. These tutors are trained to provide help without doing your work for you. The best place to get help is from our own class tutor. Information about how to get in touch with the class tutor will be provided at the orientation session.

You are also allowed and encouraged to post questions on the BlackBoard Bulletin Board and also to reply to your fellow students, but without actually doing the work for them. For example you might say "*I'm having trouble doing so-and-so*" and a fellow student may answer "*Look on page xxx*" or maybe something like "*I found some helpful information on the WWW site <http://www.howthingswork.com>*". What you **cannot** do is say "*Here is my file for you to copy how I've done it*".

For additional help with your work the CSIS department offers several open labs on campus. There is a student tutor available to help answer questions. Times for these labs are posted after the first week of classes. They are found on the department website at <http://www.grossmont.edu/csis> and outside each of the CSIS labs (rooms 530 to 534).

Other options are given in the following recommendation to tutoring services in the Learning Resources Center, but you should be aware that the LRC tutors may not have taken this class:

"Students are referred to enroll in the following supervised tutoring courses if the service indicated will assist them in achieving or reinforcing the learning objectives of this course:

- IDS 198, Supervised Tutoring to receive tutoring in general computer applications in the Tech Mall;
- English 198W, Supervised Tutoring for assistance in the English Writing Center (Room 70-119); and/or
- IDS 198T, Supervised Tutoring to receive one-on-one tutoring in academic subjects in the Tutoring Center (Room 70-229, 644-7387).

To add any of these courses, students may obtain Add Codes at the Information/Registration Desk in the Tech Mall. All Supervised Tutoring courses are non-credit/non-fee. However, when a student registers for a supervised tutoring course, and has no other classes, the usual health fee is charged." Students should be prepared to show this syllabus to the LRC personnel.

### **Online Class Special Requirements**

Online classes are different from bricks and mortar classes on campus. There is often the misconception that online students spend less time on the class than a student taking the same class on campus. Online classes actually may require a greater degree of involvement from the student and the student must take personal responsibility for keeping up with the class. You cannot sit in the back of the classroom and say nothing for the entire semester. You will be required to *actively* participate. You need to remember that you will be expected to spend at least two hours of study time for every hour of class time, just as you would in a traditional classroom. This is according to the Carnegie unit guidelines (Title V, Part 6 §55002 of the California code of Regulations). Students who do best in the online situation are motivated and self-disciplined and do not require a great deal of instruction. If you believe you will need a lot of interaction or instruction or interpretation, a class offered on campus would be much better for you.

You must be comfortable with using a computer, email and the World Wide Web. There are several assessments available on the World Wide Web that let you decide if you are a good candidate for online classes. One of the questions that I have seen that I think is very important is "Will your family support you working so many hours at home?". If you choose to try out one of these assessments and find that you are not a natural online student, do remember that there are lots of people like you who have done very well online BUT they have been willing to put in a lot of effort. Please go through the pages at <http://www.gcccd.edu/online/> for lots of help with online issues.

The material, work and topics of the online and on-campus classes are the same. However in this class you only attend two required on-campus meetings, the orientation and final exam. You do your work at home or any other location where you have Internet access.

The web management system for this class is BlackBoard at <http://bb.gcccd.net/>. It is used to manage the class including obtaining and handing in assignments and exams. Inside BlackBoard

is a messaging function that will be used instead of email for ALL messages relating to the class. Once you have your logon to BlackBoard you should use only this internal messaging system so that I can keep mail for the class in a single location. I will not read or reply to email sent to my Grossmont College email unless there is a problem with BlackBoard. Think of these messages as the equivalent of office hours. There is a bulletin board inside BlackBoard that we will use for threaded discussions related to the class content. See the file "*FA09 Using BlackBoard in Professor Mayne-Stafford's CSIS 110 class*" for details of how to use the bulletin board and for the type of discussions allowed. I highly recommend going to the GCCCD Online Classes webpage at <http://www.gcccd.edu/online/> for information about taking online classes.

**IF YOU HAVE A PROBLEM WITH BLACKBOARD YOU *MUST INCLUDE YOUR PASSWORD IN YOUR MESSAGE TO ME.* I MAY NEED TO LOG ON AS YOU IN ORDER TO DETERMINE THE PROBLEM.**

### **Contacting your instructor**

I will read and reply to BlackBoard Messages at least once a day, Monday through Friday. I will try to read messages over the weekend but I cannot commit to doing so every weekend. Remember: **DO NOT** use the email feature that sends email to my personal or Grossmont College email, but **do** use the message feature of BlackBoard. In the past student emails to my Grossmont email have been filtered out and discarded by the spam blocker but this cannot happen with BlackBoard Messages. The only exception is if BlackBoard is not available. You will have to check for messages manually EVERY time you log on because no indication of new messages is given.

It is IMPORTANT that you read the syllabus, calendar, FAQs and other Help documents BEFORE asking questions related to those items. If I start getting unnecessary questions like "When is the assignment due?" or "Is the exam open book?" I shall institute a policy of taking points off for each question that I have already answered in one of the posted documents.

Remember that BlackBoard Messages is taking the place of office hours that are mostly used for more personal items. For questions that would normally be asked during class and when you do not know how to go about solving one of the homework problems you should ask your fellow students and me for help by posting your question on the bulletin board. This allows us all to have the opportunity to benefit from the subsequent discussion. If you feel your question needs to remain anonymous, message it to me and I will post it if it is relevant to the whole class.

### **Attendance:**

There is a **required** on campus orientation meeting. If someone cannot attend this meeting I will require that you send a proxy person to take notes for you and you must also provide documented proof of your reason for being absent. You must send that documentation with your proxy person. Without this documentation I shall drop you from the class even if you have sent a proxy. Acceptable documentation includes doctors' notes, police reports, AAA or towing service receipts, letters from your employer on their letterhead notepaper etc. I do not accept notes from your mother or any other interested party saying that you felt ill or that your car wouldn't start etc. Grossmont College policy is to drop students who do not attend the first class meeting and give the seat to someone who is there.

Similar documented proof must be provided if you have an emergency and cannot attend the on campus final exam. It is not my policy to give incomplete grades unless there is a real emergency.

Since there are no regular on-campus class sessions, attendance and participation take place online using threaded discussions on the bulletin board found in BlackBoard. Handing in assignments, completing quizzes and replying to messages that are designated as requiring a reply as well as any assigned practice sessions also count as participation.

If a student misses an assignment or exam due date, it is counted as an absence. Non-participation in a required bulletin board discussion also counts as an absence. Students may be dropped from the class for missing the equivalent of a week's attendance. There are no excused absences in an online class. I will not be giving any notice of my actions; it is up to the student to be responsible for keeping track of his/her absences. You should be logging on at least every other day to check the bulletin board. If you have missed three items then you should message me to discuss the situation.

This online class requires that you keep up with the assignments. Remember that Internet connections are not 100% reliable so it is a good idea to work ahead of time. I will not be making any allowances for your connection being down or for your own computer problems. I believe anyone can get access to the Internet from an alternative location if necessary. You are responsible for making sure that your equipment and connections are in working order. However, if BlackBoard is not available for any extended time during the 24 hours prior to an assignment due date I will extend the deadline. This will be announced on the bulletin board. If an assignment is due at 1:45 p.m. and you choose to wait until 12:30 p.m. to turn it in and your connection goes down, I will not accept that as a valid excuse. You should have turned in the assignment earlier, allowing time to go to a backup location if anything goes wrong.

### **Brief Description of the class**

CSIS 110 gives a basic knowledge of computers, the type of work they can perform for you as an individual, as well as larger scale information systems. The lecture portion of the course exposes you to a broad range of topics to include computer organization, hardware and software systems, computer programming and application software. The laboratory portion allows you to perform "hands on" problem solving using such tools as word processing, spreadsheets, database, presentation graphics and the Internet. The lectures cover the chapters in the text and the lab will cover the Microsoft Office Suite of products.

### **Goals/Objectives**

This course will expose students to applications of information systems to business and cover the following basic computer concepts:

- Components of a computer system
- Operating systems and utility programs
- An overview of commonly used application software programs
- Data base concepts
- Communication and network concepts and the Internet and World Wide Web
- Information systems development
- Ethical, privacy and security issues
- Information Systems in use in business
- Use of spreadsheets

During this class we will also look at:

1. How data are represented and manipulated within a computer
2. The different sizes/types of computers and how those systems are used
3. The use and functions of an operating system and other systems software
4. The major functions and characteristics of application software including spreadsheets, databases, presentation graphics, and word processing
5. Fundamental database design and structure and simple queries
6. Local and wide area networks and other characteristics of data communication and networks and WWW topics including packet switching and protocols and Internet addressing
7. The risks and safeguards of security issues in computer use and the special risks associated with internet and network security
8. The phases of the Systems Development Life cycle
9. The steps of the Program Development Life Cycle and the categories (generations) of programming languages and examples and appropriate uses of each.
10. Ethical and social issues associated with the use of computers such as copyright, privacy, information accuracy, codes of conduct etc.
11. The Information Systems used in a typical enterprise
12. The use of a spreadsheet program to create and edit workbooks, including absolute and relative addresses, formulas and functions, charts, what-if analyses, and goal seek

After taking this class the student should be able to:

1. Demonstrate proficiency by selecting and using the appropriate general categories of application software to solve specific business problems.
2. Describe the use of computer technology and its impact on society and the way business is conducted.
3. Understand the importance of the technology infrastructure in an organization; identify the hardware and software components of a computer system and interdependency of both.

### **Texts (Required)**

*Discovering Computers Fundamentals, Sixth(2010) Edition.* Shelly, et al.(ISBN-10: 0495806382 or ISBN-13: 9780495806387 )

*Microsoft Office 2007 custom version for Grossmont CSIS classes* (ISBN 10-9781435424227 includes the applications needed for the class)

*MS Office 2007 CD* (180 day subscription starting on first day of use)

*Additional materials including videos*

These components are bundled together (ISBN [0538772972](#)) and may be obtained from the college bookstore. Ross books on Navajo Rd. may also stock them.

There are a few copies of these books available in the library for short-term loans.

See the document called “*FA09 CSIS 110 Required Hardware and Software*” for details of software you will need to have installed.

### **Disks/Storage**

Lab work requires that you save your work on a portable or backup storage device. You can save your work onto a USB drive, a portable hard disk, or an online storage area. Label all disks/drives with your name and class before you begin using them. Please remember to take your disk/drive with you when you leave the lab. Some of the USB drives are expensive and

may not be handed in if they are left in the computer. Students may also save their work and email it to themselves, but there have been several cases where the files do not download correctly. I will provide an area in BlackBoard that you may use to store your files.

**NEVER TRUST THAT YOUR STORAGE METHOD WILL WORK - ALWAYS HAVE A SECOND (BACKUP) COPY!**

**IT IS ESSENTIAL THAT YOU HAVE A BACKUP COPY OF ALL YOUR WORK. A BACKUP COPY IS A SECOND COPY OF YOUR WORK THAT CAN BE USED IF YOUR FIRST DISK GOES BAD. THIS OFTEN HAPPENS. NO ALLOWANCES CAN BE MADE FOR LOST OR DAMAGED DISKS IF YOU DO NOT HAVE A SECOND COPY.**

**I CANNOT STRESS THIS STRONGLY ENOUGH!!! USB DRIVES ARE SO SMALL THEY GET LOST EASILY AND WE HAVE EVEN HAD USB DRIVES GO BAD OR BREAK.**

**EMAIL ATTACHMENTS MAY NOT OPEN CORRECTLY OR THE INTERNET MAY GO DOWN AT ANY TIME. YOU SHOULD ALWAYS BE PREPARED FOR THESE EVENTS.**

### **Lecture**

Lectures are designed to highlight essential ideas, to explain difficult concepts in more detail, and to add interesting or different material. They may not be detailed repetitions of the text and may be presented in oral or written form. You are responsible for reading and knowing the content of the textbook. In-class or bulletin board discussions may be held about questions/topics of importance.

### **Laboratory & Assignments**

You will be expected to work on Microsoft Office computing projects at your own speed (but with specified deadlines for completion). The assignments are designed to introduce you to computing practices and software tools in use today. When each assignment is handed out there will be an explanation of the assignment and details of how to hand in the work. Points will be deducted for not following the instructions. Assignments must be turned in on time. I will not grade any assignment that is handed in after that time. Please read the schedule of activities carefully so that you know when assignments are to be handed in. It shows the assignment you should be working on during the week but you may work ahead to be sure you have time to contact the instructor and receive a reply if you need help.

Remember that this ONLINE class requires that you keep up with the assignments and Internet connections are not 100% reliable so it is a good idea to work ahead of time. I will not be making any allowances for your connection being down or for your own computer problems. I believe anyone can get access to the Internet from an alternative location if necessary. You are responsible for making sure that your equipment and connections are in working order. However, if the Grossmont server is not available for any extended time during the 24 hours prior to an assignment due date I may extend the deadline. This will be announced on the bulletin board.

However, if for example, if an assignment is due at 1:45 p.m. and you choose to wait until 1:30 p.m. to turn it in from off-campus and your own connection goes down, I will not accept that as a valid excuse. You should have turned in the assignment earlier, allowing time to go to a backup location if anything goes wrong.

If I do have to extend the turn in time I will also be looking at the time you last saved your work so if, for example the BlackBoard system goes down at 1:30 p.m. and I extend the hand-in time, then I will not accept a file that was worked on past 1:40 p.m.

Some students seem to have the idea that if they are sick, their absence is excused and that this means the due dates on assignments are extended. **This is not the case!** You are never excused from doing the homework on time. I will always hand out the assignments at least a week ahead of time so that you can work ahead if you want. Remember that it is your responsibility to make sure you have access to a computer with Internet access so that you can get your work in on time. Personally I would always choose to work ahead just in case something happens to the computer. Also remember that your instructor only works Monday to Friday so if you need replies to email you must ask your question in good time. It is your responsibility to make sure that you have indeed handed the correct work in to the correct location. Please double check that your work has gone in correctly. This is your responsibility.

I may make the occasional exception to the above rules at my discretion in cases of emergency or other situations that have been discussed with me in advance of the assignment due date. If an exception is made there will be a 10% deduction taken for each meeting (day) that the work is later than the published due date. If you plan to be out of town, you should find internet access while you are away.

A tutor will be available online for you to ask questions regarding the assignments. Details of availability and how to obtain help will be provided during the first class meeting. The tutor will refer questions to the instructor as necessary.

I will also be logging onto the class website a few times during the week to answer questions, but neither the tutor nor I will be available at weekends or overnight.

**The most frequent reason for students not doing well in this class is missing or poor assignments.**

### **Optional/Conditional Additional Credit Assignment**

There is one optional additional credit assignment. It is designed to give everyone a chance to miss one assignment without penalty. Because this assignment is available I will not consider accepting any late or makeup assignments. This assignment will be allowed conditional upon your good standing in the class meaning that if you have been found cheating I will not accept it.

**I WILL NOT** give any additional optional extra credit for any reason whatsoever, so please don't waste your time asking.

**REMEMBER: DO NOT ALLOW ANY ONE ELSE TO SEE YOUR WORK.**

**DO NOT GIVE YOUR FILES TO ANYONE ELSE.**

**DO NOT TAKE THE WHOLE OR ANY PART OF AN ASSIGNMENT FROM ANYONE ELSE.**

**DO YOUR WORK ALONE**

## **HOMEWORK**

Be prepared to spend about 2 hours for every 1 hour of scheduled class time. If you are a slow typist or reader this may be longer. Because there are 6 hours a week of required class time, this means you can spend up to 12 hours a week doing work outside class. Some students will have more background in the subject matter than others and will spend less time. This is standard for any community college course and follows the Carnegie unit guidelines. (See Title V, Part 6 §55002 of the California Code of Regulations).

- Read the Chapters. (BEFORE the class covering that chapter)
- Complete any assigned Additional exercises or Bulletin Board work.
- Finish all lab assignments.
- Complete the practice quizzes as assigned.

**I WILL GRADE THE ELECTRONIC VERSION OF YOUR WORK AND EITHER HAND BACK A GRADED FILE WITH A SCORE ON IT OR WRITE A COMMENT IN THE BLACBOARD ASSIGNMENTS AREA. YOU MUST RETAIN ALL GRADED ASSIGNMENTS FOR FUTURE REFERENCE. DO NOT DISCARD ANY WORK BEFORE YOU HAVE RECEIVED YOUR FINAL GRADE FOR THE CLASS. I WILL PROVIDE A SPREADSHEET FOR YOU TO KEEP TRACK OF YOUR CURRENT WORKING LEVEL IN THE CLASS.**

## **EXAMS**

### **Two in-semester concept exams:**

These will allow you to demonstrate your understanding of the material from the textbook. Exams will consist of multiple-choice questions. Each exam will be 80 minutes long and will consist of 70 questions and will be done online. This means working at a rate of one question a minute and allowing 5 minutes at each end for thought. If you rely on searching your textbook for the answers you may run out of time. I strongly suggest that you prepare two pages of **your own** notes for each exam. The notes can be used during the final exam also.

### **Final Exam:**

The policy for final exams is spelled out in the Grossmont College catalog as shown below and I must follow this policy.

#### Final Examinations

Formal written and/or performance examinations will be given at the end of each course and as frequently during the semester as sound evaluation practice dictates. Final examinations are required in all courses and must be given according to the schedule provided in the class schedule. No student may be excused from final examinations. Instructors will not ordinarily give final examinations at any time other than those regularly scheduled times.

**Early Finals** If, in the opinion of the instructor, an extreme emergency justifies the giving of a final examination prior to the regularly scheduled date, the instructor shall obtain approval from the appropriate dean in writing that an early examination is being given. This request shall include the title of the course, the reason why the early examination is authorized and the name of the student.

**Late Finals** In the event severe illness or other emergency prevents the student from taking a final examination during the regularly scheduled date, the instructor must be notified at the time and, as soon as possible, the student must make up the examination missed. In all cases the illness or emergency must be verified.

This means that the final exam is a part of the class and **MUST** be taken at the time specified in the schedule. Changes to this time are allowed only in documented cases of extreme emergency or illness. A written excuse must be provided by a disinterested party, so I do not accept notes from parents or other relatives or friends.

The final will be comprehensive, covering the full semester's work, and if the final exam is closed book you will be allowed to bring with you the four pages of notes from the previous two exams. This will be a 100 question exam designed to take 1hr 50min. Questions will be true/false and/or

multiple choice. If the exam is given using hardcopy and a scantron, a #25420 Grade Master sheet will be required. No electronic devices will be allowed. Of course if the exam is given in BlackBoard then you will have your computer but remember that you cannot get out of the exam and back in again at will.

**Lab Exams:**

There will be three open-book lab exams covering Word, Access and Excel. These will be taken on-line but will have a time limit set.

All exams will have a set time limit. I will not allow any extra time for any reason. If you start late you will not be allowed to stay late so you will have less time to complete the exam. BlackBoard allows only one chance at the exam so once you are started you must finish without logging off.

You are allowed one (1) missed exam due to illness or an emergency. The missed exam must be made up **before** the next class at a time that is convenient for both the student and instructor. Call or email the instructor **immediately** to arrange a makeup. I usually try to grade and return exams promptly, within a few days so if you do not make up the exam by the time I need to return the graded exams to the rest of the class, you will not be able to take it. Documentation of the illness or emergency may be required. Missed exams will be subject to a 10% lateness penalty. Unless authorized in advance, exams missed in excess of that one may not be taken

**Quizzes:**

There will be several (about 12) quizzes assigned. These quizzes will give you an advance opportunity to work on questions that may be included in the exams. These quizzes may not be made up at a later time. Remember that each quiz is only worth 5 points so do not be too upset if you miss one. These quizzes are designed to help you with the exams and some of the questions will be given again on the exams.

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DO NOT GIVE YOUR FILES TO ANYONE ELSE.  
DO NOT TAKE THE WHOLE OR ANY PART OF AN ASSIGNMENT FROM ANYONE ELSE.  
DO YOUR WORK ALONE**

**Grades**

The points given will be as follows:

Type of Work	# Labs/Exams	Total Points	Percentage
Exams	2	140	
Lab Exams	3	220 (60+60+100)	
Final	1	200	
Office 2007	14	380	
Quizzes	12	60	
<b>TOTAL</b>		1000	100%

Grading is on an absolute scale as follows:

<b>Grade</b>	<b>Percent Required</b>	<b>Points Required</b>
A	90 - 100%	900
B	80 - 89.9%	800
C	70 - 79.9%	700
D	60 - 69.9%	600
F	< 60%	

### **Adding the class, Credit/No Credit, Withdrawal/Drops etc.**

Any administrative functions are your responsibility. It is YOUR responsibility to enroll in and withdraw from class. You are also responsible for payment for classes and may find that you cannot access the class BlackBoard site if fees are not paid. You must be actively enrolled and in good standing to access the class. See the class schedule for details of student withdrawal and grade responsibility, prerequisites, grading and class attendance etc. See the class schedule also for details of drop and withdrawal, dates and procedures. See the appropriate office for detailed, accurate information. **Students are responsible for attending to these matters.** Questions regarding admission, registration, payment etc. should be addressed to the appropriate college department.

It is not the policy of this instructor to assign "Incomplete" grades. Grossmont College has an Incomplete grade Policy that is fairly restrictive, so usually I could not assign an Incomplete, even if I wanted to do so.

### **IN-CLASS CONDUCT**

This class is offered in the Career Technical Education/Workforce Development Division, helping to prepare you for a job in the computer field and thus many of the class processes and rules are those that an employer will expect. Students are expected to behave in a professional manner, showing due consideration for others in the class.

All disruptive behavior will be reported to the office of Student Affairs and appropriate action will be taken. See the catalog and "Student Discipline Procedures" handbook for details of the Student Code of Conduct. Usually I will give a reprimand and warning for the first offense, but if there is a second instance then I will give a two day suspension from the class that covers the next two participatory events as described in the class attendance policy.

In a college class it is the responsibility of both the instructor AND the students to ensure a well-regulated learning environment. I cannot deal with a problem unless I know about it so you must inform me of the problem so that I can deal with it, so if for example another student is sending you private email that is disturbing, it is your responsibility to let me know.

Online professional behavior translates into how you behave on the bulletin board and when using email/messaging. I expect you to be respectful of others in the class, remembering that for some people writing everything out is not easy. I especially do not want you to use the text-messaging type of shorthand or any form of slang. It is much easier for those of us who have learned American English as a second language to understand correct grammar and punctuation.

Also, and very importantly, it should be noted that this is a COLLEGE class and every student in the class is treated as an adult and expected to behave as an adult regardless of their chronological age. All work done and grades assigned are PRIVATE, between the instructor and the student. I may occasionally need to email you at the email address you specify in WebAdvisor so please make sure that email address is your own.

### **Students with Disabilities**

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Disabled Students Programs and Services (DSP&S) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students may contact DSP&S in person in room 110 or by phone at (619) 644-7112 (voice or (619) 644-7119 (TTY for deaf). I cannot make any accommodations until I have been formally notified of the student's status by DSP&S. There are no retroactive accommodations.

### **Career Information**

The CSIS department web page has information on careers in the computer field and the further courses you should take in the CSIS department to prepare you for those careers. The web page is at <http://www.grossmont.edu/csis>

### **Tips for Multiple Choice Exams**

- Read the questions very carefully -- they can be tricky
- Have a page of notes for reference.
- Do not rely on the book as you will take too much time and may not complete the exam.
- Go through the exam one time answering only the questions you know. Do not waste time on those you do not know. When you have answered all the questions you know, start on those you are not sure about.
- Use a process of elimination to get to the possible answers and then use clues from the other questions.
- Use logic and reasonableness to answer questions. For instance "The programs stored in a computer enabling them to process data" are NOT resident aliens.
- If you feel a question is ambiguous, make a note of it and send the instructor a message with your answer and the reason for that answer. Occasionally I will allow an answer because a student had a good reason for that choice even if it does not match the book answer.

### **LOGGING INTO AND USING BLACKBOARD INCLUDING BULLETIN BOARD AND MAIL/MESSAGING RULES**

See the separate document called "*Using BlackBoard in Professor Mayne-Stafford's CSIS 110 class*"

**Note that this syllabus may be changed as necessary during the semester. I do not intend or expect to do this unless there is an emergency situation.**

**You may also need it to refer back to this syllabus frequently. Please review it before asking me any questions that I may have already answered here.**

## CSIS 110-2612 (Online) Fall 2009 Schedule of Activities

Wk	Date	Lecture Topic	Lab Topic	Due On
	8/22	<b>On-Campus Orientation: Syllabus &amp; CMS</b>	<b>Time 9 – 10:30 a.m. Saturday Room 532</b>	
			Windows & Orientation Exercise	8/31 by 1:45 p.m.
1	8/24	Viruses, Backup, Email, Turn In work etc.	Word 1	8/31 by 1:45 p.m.
		Ch 1, Intro to Computers		
2	8/31	Ch 2, The Internet & WWW	Word 2	9/7 by 1:45 p.m.
3	9/7	Ch 3, Software	PowerPoint 1 & 2	9/14 by 1:45 p.m.
	9/12	<b>Word Lab Exam</b>	<b>Time 9 – 10:20 a.m. Saturday</b>	
4	9/14	Ch 4, The System Unit	PowerPoint 3	9/21 by 1:45 p.m.
5	9/21	Excel Concepts	Excel 1	9/28 by 1:45 p.m.
		Ch 5, Input & Output		
6	9/28	Excel 3 IF statements concepts	Excel 2	10/5 by 1:45 p.m.
		Ch 6, Data Storage		
7	10/5	Prepare for Exam 1 & Excel 4 concepts	Excel 3	10/12 by 1:45 p.m.
	10/10	<b>Exam 1 (Ch 1,2, 3,4,5,6) (Open book)</b>	<b>Time 9 – 10:20 a.m. Saturday</b>	
8	10/12	Ch 7, Operating Systems	Excel 4	10/19 by 1:45 p.m.
		Excel Exam preparation – IF statements		
9	10/19	Excel 5 & 6 concepts	Excel 5	10/26 by 1:45 p.m.
		Ch 8, Communications & Network		
10	10/26	Ch 9, Database Mgmt	Excel 6	11/2 by 1:45 p.m.
	10/31	<b>Excel Lab Exam (nothing from Excel 6)</b>	<b>Time 1 – 2:20 p.m. Saturday</b>	
11	11/2	Databases	Access 1	11/9 by 1:45 p.m.
		Ch 10, Current Uses & Ethics		
12	11/9	Current Uses Discussion	Access 2	11/23 by 1:45 p.m.
		Ch 11, SDLC & Program Development		
13	11/16	Review Ch 11	Access 3 (conditional)	11/30 by 1:45 p.m.
	11/21	<b>Exam 2 (Ch 7,8,9,10,11) (Open book)</b>	<b>Time 9 – 10:20 a.m. Saturday</b>	
		Access Lab Exam preparation		
14	11/23	Ch 12, Enterprise Computing		
	11/28	<b>Access Lab Exam (Access 1 &amp; 2)</b>	<b>Time 9 – 10:20 a.m. Saturday</b>	
15	11/30	Review all exams		
		Review Access lab exam results		
16	12/7	Review for final exam		
<b>Final</b>	12/12	<b>Final Exam Closed book On-campus Room ???</b>	<b>Time 10:30 a.m.– 12:20 p.m. S</b>	SATURDAY