Computer Information Systems
Spring 2015 Syllabus
CISA-101-66287 01/21/2015-06/01/2015; MW 11:00AM-12:15PM Hybrid
CISA-101-66288 01/21/2015-06/01/2015; ONLINE
3 units: 3 hours lecture, 1 hour lab.

Professor: Robert Miller
Office/Hours: 1031-H. MW 12:30PM-1:30PM; TTH 09:30AM-11:00AM
Website: http://www.napavalley.edu/people/rmiller
E-Mail: Use the "Messages" link in Blackboard.
Phone: (707)256-7755

Course Description
Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. A strong focus on terminology as it relates to Computer Information Systems. Napa Valley College Catalog

1. Student Learning Outcomes:
A. Understand computer functions and be able to demonstrate knowledge of computer applications.

2. Course Objectives: Upon completion of this course, the student will be able to:
A. Describe existing and emerging technologies and their impact on organizations and society.
B. Demonstrate an understanding of the development and use of information systems in business.
C. Solve common business problems using appropriate Information Technology applications and systems.

3. Course Content
A. Information systems concepts.
B. Communication and network concepts, systems, and applications.
C. Internet usage; e-business systems.
D. System infrastructure concepts.
E. System and Application software programs and concepts.
F. Information systems security, crime, and ethics.
G. Types of information systems and their roles in business.
H. Systems development life cycle.
I. Organization and management of structured and unstructured data using spreadsheets and database tools.
J. Practical exercises in electronic spreadsheet development.
K. Practical exercises in using database software.
L. Practical exercises in Internet technologies.

Required Text/Materials/Web
Students are responsible for buying the required items below.
MyITLab with Pearson eText -- Access Card -- for Skills with Technology In Action, 11/E
Alan Evans, Montgomery County Community College
Kendall Martin
Mary Anne Poatsy, Montgomery County Community College
ISBN-10: 0133880974
Publisher: Prentice Hall
Copyright: 2015
Format: Access Card Package; 656 pages

The Instructor IS NOT responsible for any items purchased either at the college bookstore or elsewhere. If you have any questions/issues regarding purchase policies, you must deal with the place of purchase directly.

Blackboard: Go to www.napavalley.edu/online-ed and click on the link to Blackboard at the top of the page OR https://napavalley.blackboard.com

College Library Computers
There are computers available for student use during open hours and subject to availability.

Personal Computer Setup Instructions
Access to a computer running Google Chrome with a Broadband Internet Connection is required.

How to allow pop-ups in Google Chrome
"Allow all pop-ups
You can allow all pop-ups by disabling the pop-up blocker. Follow these steps:
Click the Chrome menu Chrome menu on the browser toolbar.
Select Settings.
Click Show advanced settings.
in the "Privacy" section, click the Content settings button.
In the "Pop-ups" section, select "Allow all sites to show pop-ups." Customize permissions for specific websites by clicking Manage exceptions.” https://support.google.com/chrome/answer/95472?hl=en

Frequently Asked Questions

How to Login to Blackboard:
2. Enter USERNAME: and PASSWORD: then click Login. If this is your first time logging in, scroll down and read the instructions.

How to access MyITLab, MyLab/ Mastering Course:
1. Click, “Content”.
2. Click, “MyITLab Course Content”.
   a. If this is your first time logging in, you will need to go through first time setup, review the “Get_Started_Flyer_Handout_MyLab&Mastering_Blackboard” in the Content section OR visit http://help.pearsoncmg.com/mylabmastering/bbi/student/en/index.html.
3. Select assignment (example, “Sound Byte...”).

How to view whether or not multiple attempts are allowed in MyITLab when applicable:
1. Click, "Options".
2. Click, "View Submissions".
3. Click, "Show Info".
4. Review, "Attempts Allowed".

How to access Presentations and Videos:
1. Click, “Content”.
2. Click, “MyITLab Course Content”.
3. Click, “Content (Videos, PowerPoint Presentation files)."
4. Select assignment (example, “Sound Byte…”).

**How to check grades in MyITLab:**
1. Click, “Content”.
2. Click, “MyITLab Grades”.

**How to send an Instant Message in Blackboard:**
1. Click, “Install Blackboard IM”.
2. Click, “Wimba Pronto”.
3. Click, “Download Blackboard IM” and the follow the prompts to install.
4. On the Desktop, Click, “Blackboard IM”.
5. Enter Blackboard IM ID and Password.
6. Click, “Sign In”.
7. Double Click a recipient.
8. Type Message.
9. Press “Enter” key on keyboard.

**How to send a Message in Blackboard:**
1. Click, “Course Messages”.
2. Click, “Create Message”.
3. Click, “To”.
4. Select Recipient(s) and then “>“.
5. Enter a Subject and Body (Optional).
6. Click, “Submit”.

**How to make new messages visible on your Blackboard homepage:**
1. After logging in, Click, “Add Module”.
2. In, “Search”, type “Messages”.
3. Click, “Add”.
4. Click, “OK”.

**How to post to Discussions in Blackboard:**
1. Click on "Discussions".
2. Under Forum select the current assignment (for example, "Week 1...").
3. Click on "Create Thread".
4. Type in a "Subject" and "Message".
5. Click on "Submit".

**How to read about Notifications in Blackboard:**
1. Click, "Help" then, "Notifications".

**Teaching Methods**
- **Lectures:** Important material from the text and outside sources will be covered in class (online sections should review slide presentations and watch videos when applicable). Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
- **Assignments:** Assignments and online activities will be assigned to reinforce material in the text. These assignments may require the application of various software packages.
- **Exams:** Exams will be given.
- **Discussions:** Weekly discussion post required.
**Grading (Grading is Tentative and subject to change)**

Total points will be computed as follows. The total points for individual items may vary.

Assignments:
- Chapter Tests (Including Midterm) 1300
- Tests (other) 1400
- TIF Tests 400
- Simulation Training 600
- Simulation Exams 600
- Final Exam Part 1 and 2 200
- Discussion Posts and Participation 100
- Soundbytes 0

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Total: 4600 Points

Point System: 4600 total assigned points
- A \( \geq 4140 \)
- B \( \geq 3680 \)
- C \( \geq 3220 \)
- D \( \geq 2760 \)
- F \( \leq 2759 \)

**Classroom Rules of Conduct**
- Be respectful of your instructor and fellow classmates at all times.
- You are encouraged to work together to solve problems. However, you must complete your own work.
- For courses that meet in a college classroom:
  - As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question that pertains to the class.
  - Refrain from “surfing” the Web during class, unless directed by your instructor.
  - Turn off cell phones and pagers.
  - Refrain from bringing food and drink into the classroom.

**Course Policies**

Anti-Discrimination Statement: In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.

Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.

**Assignments**: All assignments are due by the day/time listed on this syllabus. Late work IS NOT accepted unless you hear from the Instructor in the form of an announcement or message in Blackboard. Review the calendar at the end of the syllabus for specific assignment information.

**IMPORTANT!** The following do not count as legitimate excuses for missing due dates:
- Any technical problems operating a computer or mobile device.
- Internet connection issues (Dial-up, Broadband, Cable, DSL, Wi-Fi, Cellular, Digital, Satellite, etc.).
- Lost usernames &/or passwords.
• Loss of power or battery.
• Scheduled maintenance of Blackboard. Updates regarding system maintenance are usually posted to [https://napavalley.blackboard.com](https://napavalley.blackboard.com).
• School, college, library, office being closed.
• System crashes, hard drive failure etc.

**Attendance:** “Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class. Students who do not attend the first class meeting may be dropped or lose priority on the waiting list.”*Napa Valley College Catalog 2012-2014.*

Note to Online Section: Students are expected to attend class online every week. This means logging in and completing class activities, assignments, or scheduled quizzes and tests. Students who do not attend class or login the first day of class AND/OR miss more than 1 week may be dropped from the class.

**Cell phone:** Please turn off cell phone ringers if in the classrooms or labs.

**Honesty:**

Academic Honesty S6330:
“Definition of Academic Honesty

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student’s academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be work individual or group assignments or tests. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty...”*Napa Valley College Catalog 2012-2014

Consequences of Academic Dishonesty:
“Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:
- Give a lower or failing grade on the assignment or exam;
- Refer the student to the Vice President of Student Services for student disciplinary action.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:
- Fail the student from the course;
- Refer the student to the Vice President of Student Services for student disciplinary action.

If the student believes he/she is unjustly accused, he/she may appeal the decision to the Vice President of Instruction, or follow the student grievance process through the Office of Student Services.”*Napa Valley College Catalog 2012-2014

**Environmental Sensitivity Statement:** The faculty senate encourages faculty to include the following statement in course expectations/requirements/syllabi: “Some NVC students, staff and faculty are seriously impaired by environmental illness or Immune Dysfunction Syndrome. They can experience breathing problems, headaches, sudden fatigue, mood swings, or memory lapses when exposed to perfumes, soaps, scented sprays or lotions,
chemicals, tobacco smoke, or dust. Your sensitivity to the problem is extremely important, because by minimizing the use of strongly scented soaps, perfumes, and other products, we can help those affected. Thanks very much for your cooperation.

**Exams:** Makeup exams are not given. Exams will be given on the date/time listed on the calendar (unless announced otherwise by the Instructor). Please be prepared by reading the assigned chapters.

**Extra Credit:** There is no extra credit assignment planned.

**Missed Classes:** It is the student’s responsibility to obtain the assignments and the accompanying instructions on an individual basis if he/she is absent when an assignment is given. Missed or late exams cannot be made up.

**Withdrawal from Classes:**
“A student who finds it necessary to leave school during the semester may drop classes online or submit a Drop Card to the Admissions and Records Office. NOTE: It is the student’s responsibility to drop a class. Withdrawal from a class shall be authorized through 75% of the term. A student may withdraw and receive a “W” symbol for a course a maximum of three times. Upon the fourth enrollment the student will be required to receive a grade and will not have the option to drop and receive a “W” (Title V, section 55024).

Students who do not drop before the deadline may receive a letter grade of “F” in a course. Deadlines for dropping a class are published and available online (www.napavalley.edu), in the printed schedule, or in the Admissions and Records Office. Late start and short term classes have different drop dates. Please check with the Admissions and Records Office for further information.”* Napa Valley College Catalog 2012-2014.

Also, read ‘Last day to drop without a “W”’ and ‘Last day to drop with a “W”’ deadline in the current edition of the Napa Valley College Class Schedule. In addition, a student who has not attended (or logged in for ONLINE sections) the first day of class, may be dropped at the Instructor’s discretion or for other reasons listed in the Attendance Policy above.

**Students in need of accommodations in the college learning environment:**
Any student who feels they may need an accommodation based on the impact of a learning disability should contact Learning Services in the Library and Learning Resource Center (LLRC), room 1766, phone (707) 256-7442. A Learning Disability Specialist will review your needs and determine appropriate accommodations.

If you need accommodations for physical or other types of disabilities, schedule an appointment with DSPS Counselor, Sheryl Fernandez, in the Counseling Department located in the 1300 building, phone (707) 256-7220 for appointment.

All information and documentation is confidential. Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class.

**Course Grades:** Course grades will be available to review through the Napa Valley College Web Advisor system at http://www.napavalley.edu/WebAdvisor. Please allow adequate time for processing (normally 2-3 weeks after the course ends). Grades are not be mailed, nor emailed.

**Prohibition against Discrimination Statement:** Napa Valley College career technical education programs are open and available to all students regardless of race, color, national origin, sex, disability, religion, sexual orientation, gender identity or gender expression. Admission requirements for Napa Valley College career technical education programs
are described in the current Napa Valley College catalog. The Napa Valley College Title IX officer is Kevin Luckey (Phone: 707-259-4514, Room 609). The Section 504 compliance officer is Rebecca Scott (Phone: 707-256-7438, Room 1735-C).

Note to Online and Hybrid Sections: This class is not a self-paced course. It has specific time limits and absolute due dates. Regular participation is required.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Topics Presented</th>
<th>Discuss</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>01/21</td>
<td>Due 8am PST</td>
<td>Introduction</td>
<td>Yes</td>
<td>Purchase required items. Post to Discussions.</td>
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<tr>
<td>01/26</td>
<td>01/28</td>
<td>Chapter 1: Using Technology to Change the World</td>
<td>Yes</td>
<td>Sound Byte: Questions to Ask Before You Buy a Computer 0</td>
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<td>02/02</td>
<td>02/04</td>
<td>Chapter 2: Looking at Computers: Understanding the Parts</td>
<td>Yes</td>
<td>Test: Questions to Ask Before You Buy a Computer 0</td>
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<td>02/09</td>
<td>02/11</td>
<td>Chapter 3: Using the Internet: Making the Most of the Web’s Resources &amp; Technology In Focus: The History of the Personal Computer</td>
<td>Yes</td>
<td>Chapter 1: Test 100</td>
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<td>02/16</td>
<td>02/18</td>
<td>Chapter 4: Application Software: Programs That Let You Work and Play</td>
<td>Yes</td>
<td>Sound Byte: Virtual Computer Tour 0</td>
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<td>02/23</td>
<td>02/25</td>
<td>Chapter 5: System Software: The Operating System, Utility Programs, and File Management &amp; Technology In Focus: Information Technology Ethics</td>
<td>Yes</td>
<td>Test: Virtual Computer Tour 100</td>
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<tr>
<td>03/02</td>
<td>03/04</td>
<td>Chapter 6: Understanding and Assessing Hardware: Evaluating Your System</td>
<td>Yes</td>
<td>Sound Byte: Creating Web Pages with HTML 100</td>
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<td>03/11</td>
<td>Chapter 7: Networking: Connecting Computing Devices &amp; Technology In Focus: Under the Hood</td>
<td>Yes</td>
<td>Test: Evaluating Computer System Components 100</td>
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<td>03/16</td>
<td>03/18</td>
<td>Chapter 8: Digital Devices and Media: Managing a Digital Lifestyle</td>
<td>Yes</td>
<td>Sound Byte: Installing RAM 0</td>
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<td>03/23</td>
<td>03/25</td>
<td>Chapter 9: Securing Your System: Protecting Your Digital Data and Devices &amp; Technology In Focus: Careers in IT</td>
<td>Yes</td>
<td>Test: Installing RAM 100</td>
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<td>04/06</td>
<td>04/08</td>
<td>Chapter 10: Behind the Scenes: Software Programming</td>
<td>Yes</td>
<td>Sound Byte: Programming for End Users 0</td>
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<td>04/15</td>
<td>Chapter 11: Behind the Scenes: Databases and Information Systems</td>
<td>Yes</td>
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<td>04/22</td>
<td>Chapter 12: Behind the Scenes: Networking and Security in the Business World</td>
<td>Yes</td>
<td>Sound Byte: Creating an Access Database 0</td>
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<td>04/27</td>
<td>04/29</td>
<td>Chapter 13: Behind the Scenes: How the Internet Works</td>
<td>Yes</td>
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<td>05/04</td>
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<td>Chapter 1: Common Features of Office 2013 Excel Chapter 1: Creating Workbooks with Excel 2013</td>
<td>Yes</td>
<td>Common Features Topic-Based Simulation Training 100</td>
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<td>Excel Chapter 2: Insert Summary Functions and Create Charts Excel Chapter 3: Manage Multiple Worksheets</td>
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<td>5/20</td>
<td>Access Chapter 1: Create Database Tables Access Chapter 2: Create Select Queries</td>
<td>Yes</td>
<td>Excel Chapter 1: Simulation Training 100</td>
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<td>06/01</td>
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<td>Survey (Optional Computer Studies Program Survey available on Faculty Webpage)</td>
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<td>FINAL EXAM Part 2 100</td>
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<td>Sound Byte: Installing a Home Network 0 Test: Installing a Home Network 100 Chapter 7: Test 100 TIF 3: Test 100</td>
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