

Cosumnes River College
ITIS 120 / CISC 310
Introduction to Computer Information Science
An On-site Course
Fall 2023 16w

Instructor: Buddy Spisak

Online Office Hours: Mondays/Wednesdays 1:30 to 3:00 p.m.
Tuesdays/Thursdays 1:30 to 2:30 p.m.

Office: SOC 115

Phone: (916) 691-7062

E-mail: spisakj@crc.losrios.edu The turnaround time for responding to most e-mails is about one to two days. Be sure to include your name and the course number in each e-mail so I can identify who you are and what the e-mail is about.

Course Web page: <https://lrccd.instructure.com>

Instructor Web page: <http://crc.losrios.edu/spisakj/>

Prerequisites: None

Advisory: BUSTEC 302 or 25+ WAM typing speed

Lecture: On-site (18842) Wednesdays 8:30 to 11:35 a.m. at Elk Grove Center Building Room A202

Accepted for Credit: CSU

Class Credits: 3 units

Textbook: The materials will be on Canvas.

Supplies: Ear buds or a headset for listening to videos and a camera for Zoom conferencing would be beneficial.

A flash drive (32GB) is also recommended and should contain no other data.

Course Description:

This course examines information systems and their role in business, including database management systems, networking, e-commerce, ethics and security, and system infrastructure. Students will apply these concepts and related methods through hands-on projects to develop computer-based solutions to business problems. C-ID ITIS 120

Student Learning Outcomes and Course Objectives:

Upon completion of this course, the student will be able to:

UNDERSTAND EXISTING AND EMERGING TECHNOLOGIES AND THEIR IMPACT ON ORGANIZATIONS AND SOCIETY. (SLO#1).

- explain how a computer system works.
- distinguish the various hardware and software components of a computer system.
- differentiate between the most commonly used computer operating systems.
- differentiate between system software and application software.
- assess the differences between each of the categories of system and application software.
- evaluate the social issues pertaining to computer technology including ethics, copyright, privacy and security.

DEMONSTRATE AN UNDERSTANDING OF THE DEVELOPMENT AND USE OF INFORMATION SYSTEMS IN BUSINESS (SLO#2).

- differentiate between various computer network types and scopes.
- demonstrate the secure utilization of Internet resources.
- demonstrate use of cloud-based applications and cloud-based file storage.

- recommend methods for accessing business information systems.
- discuss and relate the phases of the System Development Life Cycle.
- compare various digital media file types.
- propose methods for securing business information systems.

SOLVE COMMON BUSINESS PROBLEMS USING APPROPRIATE INFORMATION TECHNOLOGY APPLICATIONS AND SYSTEMS (SLO#3).

- construct solutions to common business problems using electronic spreadsheets.
- manipulate databases using database software.
- build software solutions to business problems using internet technologies.

Methods of Measuring Student Learning Outcomes:

- You will demonstrate knowledge of course concepts through quizzes, assignments, and examinations.
- You will demonstrate competence in the coursework by completing assignments.

Student Obligations:

- **Attendance:** You must complete the orientation quiz by the second week, or you will be dropped.
- **Late Work:** Unless noted, all assignments are due on Sunday by midnight each week. Late work will be accepted ONLY if you have contacted me prior to the due date, either by e-mail or voice mail. You have until the last week to turn in all assignments.
- **Due Dates:** Unless noted, all assignments will be submitted in Canvas. If, for any reason, you cannot access Canvas or are unable to submit the assignment on time, please e-mail it to me instead so that you are not penalized for being late. However, once you have access to Canvas you must submit your assignment to its respective module.
- **Assignments:** There will be several assignments for homework for the class. The due dates are in the **SCHEDULE** portion of this handout.
- **Discussions:** I want everyone to take a pro-active approach to learning this material. This includes using the discussion feature in Canvas to ask questions and answer other students' questions. I will also post questions each week that you can answer to further your understanding of the material. I expect two postings each week unless otherwise noted.
- **Language Matters:** Part of communicating effectively with one another involves communicating correctly with one another. This is not an English class; however, I will be looking at and commenting on the basic accuracy of your written English, such as sentence boundaries, spelling, and other basic grammar issues. While you will not fail the class because of your English, you may lose some points for frequent and repeated errors. Keep in mind that your use of English can influence your readers positively—or negatively.
- **Exams and Final Exam:** These exams will be administered through Canvas.
- **Plagiarism Policy:** It is inappropriate, and a violation of academic policy, to copy information from any source (including, but not limited to, textbooks, magazine articles, newspaper articles and Internet articles) without giving proper credit to the author by using standard quotation procedures such as in-line quotes, footnotes, endnotes, etc. Quotes may not exceed 25% of the assignment's total length. You will receive no credit (0 points) for any assignment that copies any material from any other source without giving proper credit to the author(s). Repeat offenders of this policy are subject to academic discipline as outlined in the policies published by the college.
- **Cheating:** Students who cheat will receive a failing grade for the course. [See the Plagiarism and Cheating page of the college website (<https://crc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/plagiarism-and-cheating>).]
- **CRC Honor Code:** Academic integrity requires honesty, fairness, respect, and responsibility. [See the Cosumnes River College Honor Code posted on the college website (<https://crc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/student-honor-code>).]

- **E-mail:** Every student will be required to have an e-mail account. If you do not have an e-mail account, the college provides free e-mail accounts for all current students.
- **E-mail etiquette:** I will not tolerate rude and demeaning comments or e-mails to anyone in this class. Please keep your comments and e-mails topic-related. If I determine that a comment or e-mail to anyone else in the class is rude or demeaning, I will warn you once. If your behavior continues to be unacceptable, I will refer you to the administration of the college for disciplinary action.
- **Personal belongings:** All mobile phones, beepers, pagers, etc. should be turned off or set to vibrate during any of the online lectures/labs.
- **Disabilities:** If you have a documented disability and wish to discuss academic accommodations, please contact me after class or contact the Office of Disabled Student Programs and Services (DSPPS) at 916-691-7275 as soon as possible.
- **Campus Police:** You can call 558-2221 to request a safety escort.
- **Canvas:** This class utilizes a product called "Canvas." It is highly recommended that you check the website frequently for scheduling updates and homework assignments. Most of the homework assignments and quizzes will be done on Canvas.
- **Online Course Responsibilities:** This course requires significant self-motivation. You must not get behind. Labs and weekly assignments can take up to 15 hours to finish. Please don't try to finish them in one day. Not all activities are created equal. Some may take a bit longer than others. You would normally spend 7 hours per week in class for this course: total of 216 hours. Allow yourself at least 10 hours per week to complete the activities online, including the time spent writing the class discussion postings. You should spend additional time reading the textbook and studying for the quizzes. Some people believe that an online format provides a much easier way to study this subject than an on-campus framework. Others feel very intimidated at first. Be patient as you work your way through the activities.

Evaluation: It is tentative and can change during the course of the semester. All changes will be posted in Canvas.

Assignment Type	Number of Items	Points Possible	Total Points Possible
Orientation Quiz	1	25	25
Discussion Board	13	20	260
E-book activities	10	20	200
Chapter 1 (Lab and Quizzes)		10	
Chapter 2 (Lab and Quizzes)		35	
Chapter 3 (Lab and Quizzes)		118	
Chapter 4 (Lab and Quizzes)		152	
Chapter 5 (Lab and Quizzes)		98	
Chapter 6 (Lab and Quizzes)		128	
Chapter 7 (Lab and Quizzes)		67	
Chapter 8 (Lab and Quizzes)		64	
Chapter 9 (Lab and Quizzes)		60	
Chapter 10 (Lab and Quizzes)		100	
Chapter 11 (Lab and Quizzes)		20	
Labs & Quizzes Totals			852
Chapters 1 to 3 (Lecture & Demonstration videos and Fact Sheets)	99		
Chapters 4 to 6 (Lecture & Demonstration videos and Fact Sheets)	99		
Chapters 7 to 9 (Lecture & Demonstration videos and Fact Sheets)	99		
Chapters 10 & 11 (Lecture & Demonstration videos and Fact Sheets)	66		
Chapter Participation Totals			363
Final Exam	1	300	
Total Points Possible			2000

Point System: There are 2000 total assigned points.

Grade Ranges:

A=2000 to 1800, B=1799 to 1600, C=1599 to 1400, D=1399 to 1200, F=1199-0

Schedule: It is tentative and can change during the term. All changes will be located under the "Announcements" section in Canvas for the course.

	Day:		Lecture/Lab Schedule:	Assignment Due:	Due Date (By Midnight):
Week 1	W	8/23	Orientation and Introductions	Orientation Discussion DB 0	Sun., Aug. 27
Week 2	W	8/30	Chapter 1: Course Overview	Orientation Quiz	Sun., Sep. 3
Week 3	W	9/6	Chapter 2: Information Technology Basics		Sun., Sep. 10
Week 4	W	9/13	Chapter 3: Computer Hardware		Sun., Sep. 17
Week 5	W	9/20	Flex	DB 1 to 3; Chapters 1 to 3; and Activities 1.2.4, 2.4.11 and 3.2.3.	Sun., Sep. 24
Week 6	W	9/27	Chapter 4: Computer Software		Sun., Oct. 1
Week 7	W	10/4	Chapter 5: Internet Technologies		Sun., Oct. 8
Week 8	W	10/11	Chapter 6: Networking		Sun., Oct. 15
Week 9	W	10/18	Flex	DB 4 to 6; Chapters 4 to 6; and Activities 5.2.7, 5.5.7 and 5.8.7.	Sun., Oct. 22
Week 10	W	10/25	Chapter 7: Databases		Sun., Oct. 29
Week 11	W	11/1	Chapter 8: Programming		Sun., Nov. 5
Week 12	W	11/8	Chapter 9: Information Systems		Sun., Nov. 12
Week 13	W	11/15	Flex	DB 7 to 9; Chapters 7 to 9; and Activities 8.4.6 and 8.4.7.	Sun., Nov. 19
Week 14	W	11/22	Chapter 10: Cybersecurity		Sun., Nov. 26
Week 15	W	11/29	Final Review		Sun., Dec. 3
Week 16	W	12/6	Final Review	DB 10 and 11; Chapters 10 to 11; and Activities 10.2.16 and 10.3.11.	Sun., Dec. 10
			What's-next-after-this-class meeting		
Week 17	W	12/13	Final Exam	Final Exam	All work needs to be turned in Dec. 14.