

SYLLABUS
CIS101, INTRO. TO COMPUTER INFO. SYSTEMS
DR. W. BOUGHTON, SPRING 2012
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OFFICE: I220, MTWR 9-10AM AND 2:30-4PM

POLICIES

Read this syllabus carefully. I will go over it completely in the first class only. If you have questions, ask. There will be no waivers of policies in this syllabus.

IF YOU MISSED THE FIRST CLASS

It is your responsibility to read this syllabus on your own and ask questions as necessary during the lab period of the first class you attend, or by e-mail. It is also your responsibility to catch up on all material presented in the first class, on your own, regardless of why you missed the first class.

COURSE DESCRIPTION

This course covers the fundamentals of computers and computer networks and how they are used in the business world. This course also covers computer programming concepts and basic use of a word processor, spreadsheet, and database manager. This course has no course prerequisite but it presumes a basic working knowledge of computers: how to run programs, handle e-mail, copy files, browse the Internet, etc. If you do not have this basic knowledge, CIS100 is the more appropriate course for you. If you want this course to transfer to another college, you should verify that it does transfer.

SECTIONS

002 - MW, 10:00A-11:40A, I235, lecture and lab 004 - MW, 12:00P-1:40P, I235, lecture and lab
007 - TR, 10:00A-11:40A, I235, lecture and lab 008 - TR, 12:00P-1:40P, I235, lecture and lab

METHOD OF INSTRUCTION

Each class session consists of a lecture followed by a lab period. The lecture involves a slide presentation of topics and, for the textbook chapters, includes multiple choice and T/F exercise questions (not graded) for you to answer during lecture. The lab periods are time for you to work on assignments. The duration of the lecture period may vary depending on the material being covered. You are expected to study assigned textbook chapters before they are covered in lecture. You are responsible for all assigned material, regardless of whether it is covered in lecture, and for all lecture material, regardless of whether it is in the textbook. There is lecture material that is not in the textbook, so you must take notes.

TEXTBOOK

Understanding Computers: Today and Tomorrow, Comprehensive, 13th Edition, Morley and Parker, Course Technology. Some other sections of CIS101 use a different textbook, so make sure you get this one. You must bring your textbook to every class, to answer questions and do lab assignments.

BLACKBOARD

This course uses Blackboard. To get to Blackboard, open the Firefox Web browser (do not use Internet Explorer), go to the Harper College website www.harpercollege.edu and, under Quick Links, select Blackboard. (You can also go directly to <http://harper.blackboard.com>). Your Blackboard login is the same as your student portal login. Once you log into Blackboard you will be able to select this course and get the course information. This will be demonstrated in the first class. For help on Blackboard, see the Blackboard login screen. See also the how-to section at the end of this syllabus.

ASSIGNMENTS

There are four kinds of assignments:

- * There is a take-home assignment for each textbook chapter. See the course schedule at the end of this syllabus. You do these assignments on-line using a program in Blackboard; I won't accept a paper assignment, e-mailed assignment, or assignment in a file. The Blackboard program will be explained at the time of the first assignment. You also use the program to view your graded assignments. A take-home assignment will be available on the day we finish that chapter in lecture, and the assignment will be due at the start of class in one week. For example, if the assignment is given on a Mon, it is due at the start of class on the next Monday. You can not do the assignment in lecture or lab on the day it is due; you must submit it before the start of class. I will announce each due date in class; I don't post due dates anywhere. If you miss a class, send me an e-mail asking whether a new assignment is due, and run the program in Blackboard to do the assignment. Each assignment is worth about 15 points. For each assignment two or three bonus points will be available, depending on the number of assignment points. You get bonus points by answering a question correctly and with *exceptional* completeness. *This is the only way of getting bonus or "extra" points in this course.* "Exceptional" does not mean "lots of words that just repeat what is in the book or slides". "Exceptional" means you explained something with unusual clarity and/or added information beyond what is presented in class. Since you submit these assignments on-line, an assignment will not be accepted late for any reason, including but not limited to illness, accident, emergency, business travel, software problems, or the fact you didn't know the assignment was due.

Do not wait until the last minute to do these assignments, and allow time to do them. The questions are not ones you merely "look up in the book" and are not exercises you can do repeatedly until you get it correct. These assignments require you to explain concepts, run programs, and solve simple problems.

- * There is one lab assignment for each textbook chapter. You do these assignments on-line during lab; you can do these assignments only in lab during the class lab period. Each assignment consists of 10 one-word-answer questions; there are no multiple-choice or T/F questions. These assignments are like open-book, open-notes exams in which you look up information on the web, do exercises on your computer, reviews textbook concepts, etc. You do these assignments individually; you do not work with any other student and you can not share a textbook. Each lab assignment will be available during two lab periods; the first one will be the day the chapter is finished in lecture, and second will be the lab after that. Each lab assignment is available only during these two labs; you can not do a lab assignment early or late. Since you have two opportunities to do each assignment, an assignment can not be done late for any reason, including but not limited to illness, accident, emergency, business travel, software problems, or the fact you didn't know the assignment was due.
- * There is one computer programming assignment. It involves a CPU simulator that you program using menu options; you do not use a programming language. You do this assignment during a lab period.

- * There are three office application assignments: word processor, spreadsheet, and database manager. See the schedule at the end of the syllabus. On the day an office assignment is made, it will be posted in Blackboard and will be due in two weeks. If you miss a class, you must send me an e-mail asking whether an assignment was made. For each assignment you must submit your assignment file using a program in Blackboard, and you must also submit your file printout. Both are due at the start of class on the due date.

There are no group projects and no class presentation assignments.

EXAMS

There are three exams; see the schedule at the end of the syllabus. Each exam covers multiple textbook chapters and the corresponding lecture material. Exams are closed book and closed notes with no Internet access permitted. Questions are multiple-choice and true/false. I will announce the date of each exam in class ahead of time; I do not post the exam dates anywhere. If you miss a class, you must send me an e-mail asking whether there is an exam next class. Each exam starts at the start of class; if you come late to class, you will have correspondingly less time. A makeup exam must be arranged with me. You should not plan to take the makeup exam just to get more time to study. You can not take an exam early; you must take it at the scheduled time or the makeup. There are no exams on the word processor, spreadsheet, or database manager programs. For them you have an assignment only.

LECTURE QUESTIONS

For each textbook chapter, the lecture includes multiple choice and T/F questions for you to answer during lecture. The questions are review exercises only; your answers do not count for course grade. You use a software program to answer them; the program will be demonstrated in class at the first textbook lecture. The questions will be spaced throughout the lecture, not all at the end. The questions may come from the lecture material or from material that is in the book but not in the lecture. When in lecture I get to a question, I will pause lecture for you to answer the question, then I will explain the answer. You can use your book to answer the questions, which is why you must bring your textbook to class every day. You can answer the questions only during lecture, and they can not be made up; if you miss a class, you have no opportunity to answer them later.

GRADES

Your course grade is based 50% on the exams and 50% on the assignments. Your course grade percentage is calculated as:

$$\begin{aligned} \% = & 50\% * (\text{your exam points}) / (\text{possible exam points}) + \\ & 35\% * (\text{your take-home assignment points}) / (\text{possible take-home assignment points}) + \\ & 15\% * (\text{your lab assignment points}) / (\text{possible lab assignment points}) \end{aligned}$$

The grading scale is:

- A: 90% to 100%
- B: 80% to less than 90%
- C: 70% to less than 80%
- D: 60% to less than 70%
- F: less than 60%

- * Your course grade can be no more than one letter grade better than the grade based on the three exams alone. For example, if your grade based on the exams alone is a C, the highest course grade you can get, with assignments included, is a B.
- * Your lowest-scored take-home assignment is excluded. (It does not count for your course grade.) No lab assignments are excluded.

You can get your score for an exam or lab assignment on-line, during lab period that day. You can get your score for a take-home assignment on-line, with the Blackboard program, after I have graded it. Your course grade, including all assignment and exam scores, will be available in a Blackboard program. These grades will be updated regularly but not after every assignment.

Grades are intended to reflect mastery of the material, not effort put in. On a assignment, for example, it does not matter directly how much work you put in. What matters is the quality of the assignment you turned in. An A grade indicates excellent understanding of the material, not merely good or satisfactory. A C grade does not indicate failure; it indicates satisfactory understanding of the material. The above grading rules will be used for all students without exception. If you need to pass this course to graduate, you must get a passing grade based on the exams and assignments, per the course schedule. You will not be able to do extra credit or turn in assignments you did not turn in when they were due.

ATTENDANCE AND CLASS PARTICIPATION

I do not take role or go round the room asking questions. Your grade is not based on attendance or class participation. Regular attendance is required, however, to take notes, do the lab assignments, and turn in take-home assignments. *If your schedule does not permit you to attend class regularly, meaning every time, you should take this course at a time you can regularly attend, or online.* If you miss a class you are responsible for all material presented, for all assignments made, and for all exams announced or given.

LECTURE SLIDES

The lecture slides for a chapter will be available in Blackboard after the chapter is completed in lecture. The slides are in Adobe PDF format. You should take notes, as you want, to explain the lecture material in your own words, especially material not in the book. If you read the chapter beforehand, you will know what is not in the book.

ACADEMIC HONESTY

Tests and assignments, both take-home and lab, must be entirely your own work. If any cheating occurs on a exam, all students involved will receive zero for that exam. Assignments, both take-home and lab, are not group projects; *every assignment must be your own work entirely.* You must not share assignments, get an answer from another student in any way, or give an answer to another student in any. *You should not work with another student on an assignment.* If you have questions on the assignment, you need to ask me. If two or more students turn in take-home assignments that are copies, even in part, in a situation where a copy is not required by the assignment, all students involved will receive zero for that assignment. A “copy” means either an exact duplicate or a version that clearly has been derived from another student. For example, if you just change or reorder words it is still a copy. If you cheat or copy and you have cheated or copied previously, or helped another student cheat or copy previously, you will receive an F for the course.

E-MAIL AND VOICE MAIL

Every Harper student has a Harper e-mail account. To get to your account, log into the Student Information System, click on the MyHarper Email tab, and follow the instructions. You should use e-mail to get questions answered. I respond regularly to e-mail, except Sunday. Exam and assignment due dates do not slip due to e-mail problems or my response to e-mails, since all exam and assignment dates are announced in class. Make sure to specify a subject for every e-mail; if you leave it blank your e-mail may be deleted as spam. I check voice mail only during office hours, so my response to voice mail may be slower than e-mail. I respond to a voice mail message by e-mail.

YOUR HARPER STUDENT ID AND TOOLS PASSWORD

You use your Harper student id to take exams, do assignments, and view your course grade. Your id consists of the letter h followed by 8 numbers. The id is listed on your Harper ID card and your class registration form. You can also get it from the Student Information System; select My Registration ⇨ View Student Schedule Summary. Your student id is displayed in the top right corner. To do take-home assignments and view your course grade, you use a password in addition to your Harper student id. *This password is for doing take-home assignments and viewing your course grade only: it is not your Blackboard password* (though you can make it the same if you want to). *Your default password is your Harper student id.* At the start of the semester, you should use the Password Changer program in Blackboard to set your password to something other than your Harper student id (i.e., set it to be the same as your Blackboard password.) See the how-to summary at the end of this syllabus.

HOME OR WORK COMPUTER

If you do not have a home or work computer, you can use the computers in the Harper labs. There is an open lab in room I223 and another in room Y203. *If your home or work computer will not run the programs required by this course, you will have to use a computer in the Harper labs.* Availability of a home or work computer does not in any way affect the requirements for this course; the requirements are the same for all students, regardless of availability of a home or work computer.

WEB BROWSER

For all Web activities in this course, use the Firefox Web browser, not Internet Explorer. IE may prevent you from viewing some required information. Firefox is installed in all the Harper labs and is available for free at www.mozilla.com.

IF YOU ARE A WORKING STUDENT

The requirements for this course are the same for all students, regardless of your employment status or the number of hours you work. This is a classroom course, not an online course. Though your grade is not directly based on attendance, regular attendance is required. If regular attendance presents a problem, CIS101 is available online.

ACCESSIBILITY

If you have a disability affecting participation in this course and have not contacted Access and Disability Services (ADS), you should do so as soon as possible. ADS is located in D119, 847-925-6266.

CLASSROOM BEHAVIOR

You are not permitted any behavior that disturbs another student, the instructor, or lecture or lab progress, or that abuses Harper property, or that is contrary to a learning environment. Rules you must follow include but are not limited to:

- * Turn your cell phone or pager off, not just on silent, before the start of lecture and keep it off and out of view during lecture and lab. You must not check your cell phone for messages even if you do so quietly and even if the messages are business-related. This applies to lecture and lab, not just lecture. If you have a personal or business emergency that requires you to be checking your phone, talk to me about it at the start of class.
- * During lecture, the only program you are permitted to run on the lab workstation is the one to answer lecture quiz questions, which you can also use to take notes. If you choose not to run this program, you must turn off the monitor on your workstation.
- * Do not use your notebook computer during lecture; all the software you need for this course is on your lab workstation.
- * Do not play a music player of any sort during lecture or lab, even with headphones.
- * Do not do printouts during exams or lecture, due to printer noise.
- * Do not enter the classroom at the start of class until I am in the room. I will open the classroom 5 to 10 minutes before the start of class. Until then, wait in the hallway, not in the megalab. Do not enter the lab until I am there, and do not line up outside the classroom door in the megalab since that interferes with students working in the lab.
- * Do not record lectures. If this is a problem due to a disability, talk to me first.
- * If in a special circumstance you must leave class, do so quietly so as not to disturb the instructor or other students, including when you return.
- * Do not disturb other students in any other way, including talking.
- * Only persons enrolled in the course are permitted in lecture or lab.

By attending class, you are also agreeing to Harper's lab rules. For example, no food or drink of any kind, including water, is permitted in the lab. If you violate a rule in this syllabus or any Harper lab rule and refuse to start obeying, you are subject to disciplinary action through the Office of Student Affairs, as specified in the Violations of Student Code of Conduct section in the Harper Catalog.

TECHNIQUES TO IMPROVE YOUR GRADE

- * Study each textbook chapter before it is presented in lecture. Do not merely read it: study it.
- * Take lecture notes, but do not merely copy down every lecture slide, since they will be available in Blackboard. Concentrate on taking notes on material that is not in the book and on the explanations I give in lecture of material that is in the book. If you find yourself unable to keep up with the lecture when taking notes, it means you are trying to copy information that is in the book. Remember also that good note taking involves paraphrasing the information in your own words, not just copying it down.
- * Pay attention to and take notes on the lecture demonstrations. They are done to supplement and reinforce lecture and textbook material, not just to "pass the time". The exams and chapter assignments may have questions on the demonstrations.

- * Answer take-home assignment questions thoroughly. Do not just “scratch off” a phrase or two. Your take-home assignment answers are graded on completeness as well as correctness. *Answering these questions correctly and with exceptional completeness is the only way of getting bonus points.*
- * Attend every class, ask questions, and answer all lecture questions.
- * Work on take-home assignments during lab. It is the best time to get questions answered.
- * Do not wait until the last minute to do assignments or study for exams. Keep in mind that you can not turn in any assignments late.
- * When studying for exams, focus first on the material from lecture and assignments, and focus on understanding concepts as well as memorizing facts.
- * Do the textbook review exercises at the end of each chapter.
- * If you miss a class, send me an e-mail asking whether I announced an exam or assignment.
- * Do not spend time reading the textbook *Trend, Ask the Expert, Technology and You, Inside the Industry*, and *How It Works* sections. You are not required to read them. See the course schedule.
- * Use the Tutoring Center, F315, 847-925-6539, as appropriate. They provide CIS101 tutoring. I recommend, however, that you ask me questions rather than the Tutoring Center, to avoid possible misunderstanding about what I am expecting.

You may find it useful to do the *Review Activities, Projects, or Web Activities* at the end of chapters. They are not required, however, and do not count for your grade.

COURSE SCHEDULE

The following is the course schedule. Exam and assignment due dates will be announced in class. The schedule is subject to change based on class progress. The exams are designed to each cover roughly the same amount of material, not the same number of chapters. There are no exams on the word processor, spreadsheet, or database manager programs. You are not required to read the *Trend, Ask the Expert, Technology and You, Inside the Industry*, and *How It Works* sections of any chapter.

Topic	Material	Assignments
1	Course syllabus	
2	Chapter 1, excluding <i>Computers and Society</i>	Chapter 1 take-home and lab
3	Chapter 2	Chapter 2 take-home and lab
4	Chapter 3	Chapter 3 take-home and lab
Exam 1 covering chapters 1 – 3, 70 points, lasting 45 minutes.		
5	Word Processor lecture, Chapter 6 pages 225 – 229, and the OpenOffice Styles Guides in Blackboard	Word Processor
6	Chapter 4	Chapter 4 take-home and lab
7	Chapter 5	Chapter 5 take-home and lab
8	Chapter 6 pages 213 – 221, 240 – 245	Chapter 6 take-home and lab
9	Chapter 7 pages 257 – 260, 265 – 291	Chapter 7 take-home and lab
Exam 2 covering chapters 4 – 7, 100 points, lasting 60 minutes. 10 of the questions will be the 10 most-missed questions from Exam 1, as repeat questions.		

10	Spreadsheet lecture, Chapter 6 pages 230 – 233	Spreadsheet
11	Chapter 8 pages 299 – 325, 328 – 339	Chapter 8 take-home and lab
12	Chapter 9	Chapter 9 take-home and lab
13	Chapter 10 pages 395 – 407, 415 – 423	Chapter 10 take-home and lab
14	Chapter 14 pages 549 – 561, excluding Entity Relationships and 576 – 579	Chapter 14 take-home and lab
15	Database Manager lecture, Chapter 6 pages 234 – 237	Database Manager
16	Chapter 13 pages 507 – 510, 515 – 541	Chapter 13 take-home and lab
		CPU Simulator Programming
17	Chapter 12 pages 467 – 480, 484 – 500	Chapter 12 take-home and lab
Exam 3 covering chapters 8, 9, 10, 12, 13, and 14, 100 points, lasting 60 minutes. 10 of the questions will be the 10 most-missed questions from Exam 2, as repeat questions.		

WITHDRAWAL

The last date to withdraw from this course is Apr 22. Once you withdraw you can not participate in the course.

HOW-TO SUMMARY

To get another copy of the syllabus	Go to the Syllabus folder in Blackboard
View the chapter lecture slides	Go to the Course Materials folder in Blackboard. The slides for a chapter will be available when that chapter is completed in lecture, not before.
Do a take-home assignment	Run the Takehome Assignment program in the Assignments folder in Blackboard. A chapter's take-home assignment will be available when that chapter is completed in lecture, not before.
Get files required by an assignment	Go to the Assignments folder in Blackboard
Submit an office assignment file	Run the OpenOffice File Submission Program in the Assignments folder in Blackboard.
Change your tools password	Run the Password Changer program in the Course Materials folder in Blackboard. It may take up to 24 hours for your password to be changed; until then use your old password.
View your Grade Report (Read carefully; this course does <i>not</i> use the Blackboard Grade Book.)	Run the Grade Viewer program in the Course Materials folder in Blackboard. Grades will be updated regularly <i>but not after every assignment</i> . Your grade report may not reflect the most recent assignment.