



ESTRELLA MOUNTAIN COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

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CIS105 – Survey of Computer Information Systems (Online) Syllabus

Note: this document includes hyperlinks which will open in a new window

Students are required to familiarize themselves with the policies outlined in this syllabus and complete a syllabus quiz.

Course Information

CIS105: Survey of Computer Information Systems
(ONLINE) (3 credits)

Instructor: Dr. Michele Mosco

Section: 12237

Contact: michele.mosco@estrellamountain.edu

Term: Fall 19

Support hours: online by appointment

Prerequisites: None

Meeting Dates/Times: n/a

Required Course Materials, Supplies and Technologies

Textbooks required for Course:



Titles: *Cirrus Guidelines Office 365/2019* and *Our Digital World 5e Code 6-month Digital*

ISBN: 978-0-76389-050-6

Textbook content is integrated into Canvas—see Canvas prior to purchasing.

Purchasing Options: You may purchase AFTER the first day of class.

1. Digital Access Only (cheapest option and not refundable)
2. Digital Access + Printed copy (digital access not refundable, printed textbooks not required)
3. Option #1 and RENT the printed copies when you need them.

Purchasing Location Options:

- **Option 1:** Make sure you use the **PROMO** code provided under the **Details** tab after you click **the link**. Click on this link : <https://store.paradigmeducation.com/estrella-mountain-community-college-cis105.html> (Links to an external site.).
- **Option 2:** EMCC Bookstore: The digital access code will probably not be refundable. The bookstore will provide specifics on return policy. Please contact the bookstore.

Microsoft Office 2019

The software is provided free in campus computer labs and for student download. Instructions for download are provided in the Getting Started Module in Canvas under Installing Microsoft Office 2019

This course may provide links to external resources, such as Cirrus by Paradigm Education Solutions. These resources were not created or maintained by Estrella Mountain Community College (EMCC), any affiliates of the Maricopa County Community College District or the instructor. This content was deemed to be an appropriate learning tool at the time it was linked. Please note that the author, publisher and/or conveyor or these resources may have changed the content unbeknownst to EMCC and their staff. Questions regarding these resources should be directed to the instructor via Canvas e-mail. Thank you.

Course Description & Competencies

Description: Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies.

MCCCD Official Course Competencies

1. Identify common hardware components of computer systems and describe their uses.
2. Identify different types of software and their uses.
3. Describe common uses of networks.
4. Describe Website Technology.
5. Use the Internet to communicate, collaborate, and retrieve information.
6. Explore system security and privacy issues.
7. Create macros and understand the basics of Visual Basic for Applications (VBA).
8. Describe the steps in planning and implementing technology solutions.
9. Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.
10. Identify terminology and the uses of technology in business and society, including limitations.
11. Identify positive social and ethical behaviors when using technology and the consequences of misuse.
12. Describe how technology is used in the departments of a business and in various career paths.
13. Use word processing, spreadsheet, database, and presentation software.

Learning Outcomes

Upon successful completion of CIS105, students will explain fundamental concepts related to how computers function and network.

Upon successful completion of CIS105, students will demonstrate skills necessary to create and edit a variety of documents using common office applications.

Assessment: Assignment Policy & Turnaround Time

Participation in an online course is defined as consistent engagement with course activities throughout the entire semester.

Timely completion of the required assignments is extremely important to your success. For 8-week classes such as this one, we recommend that you plan on working a minimum of six hours per credit hour, per week on homework assignments to ensure your success in this course. (For example: 3 credits x 6 hours = **18 hours per week minimum**).

This is an accelerated class. That means we cover ALL of the content that would be in a 16-week class but at a much faster pace. Consider whether or not you will have almost 20 hours per week to devote to work for this class. If not, you should probably take the 16-week course next term.

Assessment: Assignment Policy

All work must be submitted electronically from the Assignments area or posted on the appropriate communication tool (discussion board, blog, wiki, or voice board) on or before the due date. Late work is not accepted. If there are extenuating emergency circumstances, please contact instructor (documentation may be required). Technology issues are **not** extenuating circumstances.

Non-participation or failing to submit all of the Getting Started Module activities by the due date will cause you to be **withdrawn** from the class.

Failing to submit 10 or more individual assignments/exams/quizzes by the required due date during the course semester will result in withdrawal from the course.

Please make sure you are also aware of **EMCC's policy of non-participation and withdrawal from class.**

If you find you cannot complete the course with a passing grade, be sure to file a withdrawal form to officially withdraw you from the course. If not, a failing grade will appear on your college record. ***No extensions are granted in online courses.**

Grade Calculations & Scale

Letter grades for assignments, examinations, and the course will be determined by the following scale:

- A (90% - 100%)
- B (80% - 89%)
- C (70% - 79%)
- D (60% - 69%)
- F (0% - 59%)

Rounding of grades will not occur. Thus a 79.99% = C

Course Outline

The Course Outline is generated by Canvas and is available in the Syllabus section of the course.

Communication Policy

Every MCCC student has been issued an active Maricopa Gmail account through [My.Maricopa.edu](https://my.maricopa.edu). All Communications initiated from CANVAS and official school notifications will come via your Maricopa.edu account. Every student must check their Gmail account daily, or strongly recommend you forward all maricopa.edu to a personal email address so you can review messages daily.

You must use your Maricopa.edu email account to communicate with your instructor. You can expect an answer within **two** business days.

Please visit [Gmail at Maricopa](#) to learn how to set your Gmail.

Disclaimer/Caveat

This syllabus is subject to change. Students will be notified of any changes to this syllabus. The student is responsible for making note of all such announcements concerning syllabus revisions.

General College and District Syllabus Information, Guidelines, and Policies

Please visit the CTL's website for [General College and District Syllabus Information, Guidelines, and Policies](#).