Santa Monica College  
Computer Information Systems  

CIS 4  
Introduction to Computers, Business Applications  

Section 1429 (Hybrid)  
Fall 2016  

STUDENT RESOURCES AND ACCOMMODATIONS  

Class meetings  
Section 1429 meets at the SMC main campus in BUS 253 Mondays and Wednesdays from 3:45 – 5:05 PM and online. Class web sites: eCollege and MyITLab (http://myitlab.com)  

Contacting your instructor  
Office hours are Mon. and Wed. in BUS 148 from 11:30 AM – 12:30 PM. E-mail is preferred. Always include your name, class, and section number. I do not respond to messages on weekends and holidays. Allow 24 hours for a reply.  

Accommodations  
Santa Monica College accommodates students with disabilities. If you qualify for any special accommodations due to a disability, you need to officially process your request through the Disabled Students Programs and Services (DSPS) office as close to the beginning of the semester as possible. If you believe you have a learning disability that has not yet been documented, please see me and contact the DSPS office. The DSPS office is located in the Admissions/Student Services Complex, Room 101, and the phone numbers are 310-434-4265 and 310-434-4273 (TDD).  

COURSE DESCRIPTION AND REQUIREMENTS  

Course description  
This course covers the broad use of microcomputers in business. Designed to familiarize students with the Microsoft Office Suite, it includes the study of word processing using Word, spreadsheet using Excel, database using Access, and presentation software using PowerPoint as well as Windows, Internet Explorer, and integration concepts. Hands-on experience in a microcomputer lab is included.  

- This is a 3-unit course and is transferable to UC and CSU.  
- There are no prerequisites, but it is recommended that students take CIS 1 prior to CIS 4. The ability to keyboard at least 25 wpm is also recommended.  

Required materials  

- Textbook bundle – ISBN 9781323414293  
  - Includes GO! Windows 7 Introductory, GO! Windows 10 Getting Started, GO! with Microsoft Office 2013 Volume 1, MyITLab access code, and custom Project Management book  
  - The bundle is available through Pearson, at the SMC Bookstore, or at A & R Textbooks (Pico Bl and 17th St)  
  - MyITLab enrollment: almeda45174  
- Windows 7 PC with Office Professional Plus 2013, a supported web browser, & a USB flash drive  

Time commitment  
Course assignments including reading, homework, training, projects, and quizzes will take approximately 5-10 hours/week. Your time commitment will vary based on your own level of experience and learning rate.  

NOTE: You may print this syllabus in class as needed.
IMPORTANT CONSIDERATIONS

- The information in this syllabus is important to ensure your success in this course. You are responsible for reading and understanding what is being asked of you. Please note that the syllabus is always subject to change depending on the size, composition, and needs of the class. You will be made aware of any changes in a timely fashion.

- There are no substitutions for required materials. If you do not have access to hardware or the required software, you should use the CSIS computer lab in BUS 231. Even if you have newer versions of the software used in this class, they may be incompatible with the course materials.

- THIS IS AN EIGHT-WEEK HYBRID COURSE. The delivery of the course is somewhat different from a traditional on-ground course. You will succeed if you are disciplined, motivated, welcome change, and are willing to be accountable to your decisions. You must be ready for substantial participation and fast-paced learning.

STUDENT EXPECTATIONS AND RESPONSIBILITIES

Attendance
Attendance is mandatory! Be on time and be present. Being present means being an active student. Take notes, try problems, write down questions, and ask them when you don’t quite get it. Your goal during class should be to think actively and make connections so that the concepts make sense to you. My goal is to help you make these connections. Most instructional activities are difficult to repeat outside of the classroom, so be sure to attend class. If you miss class, you are still responsible for the material and any scheduling changes. You should find a fellow classmate who is willing to lend you their notes. Lastly, I keep attendance records. While your attendance is not graded, it may be used in deciding borderline cases or other issues.

Technology
Personal devices such as cell phones and tablets may not be used during class. Silence your devices upon entering.

Food and Drink
Food, gum, and drinks may not be consumed in the classroom. Water bottles are acceptable provided that they are capped when not in use and kept away from equipment.

Respect
It is essential that all students in class treat each other with respect. Learning can only take place in a positive environment and all students are expected to behave accordingly:

- Sidebar conversations during lecture are unacceptable
- Negative comments or body expressions towards other students or the instructor are unacceptable
- Talking during an exam or presentation is unacceptable
- Sleeping in class is unacceptable

Any form of disrespect will not be tolerated. I have the right to take disciplinary action if you do not honor SMC policies.

Communication
Use eCollege, e-mail, and office hours to communicate with your classmates and me. Don't wait until you're struggling with a problem. Address any issues well before assignments are due and assessments take place. Reach out when you need help developing a strategy either for a problem or for managing the course. I will ask you throughout the course what is going well and what needs improvement.

When sending e-mail messages to any member of the faculty or staff, please write in a professional manner. This means opening the message with an appropriate salutation, using complete sentences, proofreading, avoiding slang or text abbreviations, and ending with an appropriate closing and your full name.

Resources
Take advantage of all course materials in your textbooks and online. Read the textbooks, but also use them to test your knowledge. Think about the course work as practice tools, not just assignments to complete. Write down your process so that you can see where problems occurred and refer to it as a guide for future assignments.
CERTIFICATE INFORMATION

CIS 4 is one of the required courses in the Computer Business Applications and Word Processing certificates. For more information on these certificates, please visit our department Web site at: http://www.smc.edu/cs.

COURSE CONTENT

Student learning outcomes
- Students use office software applications to analyze different types of business information, thus improving their professional decisions.
- Utilizing various software applications to create documents, spreadsheets, databases, and slide presentations, students enhance their ability to present professional ideas.

Student learning objectives
Upon successful completion of this course students will be able to:
- Have a basic knowledge of Windows features; executing tasks, switching tasks, manipulating windows and icons.
- Learn how to be more productive by utilizing Windows file management strategies to organize files and folders.
- Use a variety of formatting techniques in Word to create professional looking business letters, reports and desktop publishing documents. Implementing features such as Quick Styles, headers and footers, cover pages, tabs, footnotes and endnotes, tables, and SmartArt graphics.
- Utilize additional Word features such as columns, WordArt, inserting and editing graphics and performing a mail merge.
- Create visually appealing and informative workbooks in Excel by applying built-in styles and themes as well as employing formatting techniques such as page breaks, headers and footers, backgrounds, and borders.
- Work with Excel functions and formulas to perform computations such as logical and financial calculations, while using features such as Auto Fill, and relative and absolute cell references.
- Create and format charts such as pie, column and line charts in Excel.
- Learn how data is organized in a database and the functions of a relational database management system.
- Implement guidelines for designing and creating databases and defining table relationships. As well as creating forms, queries and reports in Access.
- Learn how to plan and create a PowerPoint presentation that includes elements such as clip-art images, SmartArt diagrams, tables, shapes, and textboxes.
- Employ the use of templates, themes, slide layouts and master slides to format a presentation in PowerPoint. Create and print speaker notes and handouts.
- Develop skills to integrate several Office applications to complete tasks and projects. Features include embedding or linking Excel charts into a Word document, importing an Excel list into an Access database, & exporting an Access query to a Word document.
- Identify the basic concepts of project management.

These objectives will be connected directly to the assignments on a weekly basis to increase your awareness of the purpose and intention behind assignments.

MATERIALS

There are a variety of materials designed to meet the objectives of this course. You are expected to take advantage of these resources.

Textbooks
Purchase the CIS 4 bundle as soon as possible. You can buy directly from Pearson, the SMC Bookstore, or at A & R Textbooks on Pico Bl and 17th St (310-314-4361). Part of the bundle includes access to MyITLab. Complete reading assignments and in-chapter exercises ahead of lecture so that you can participate in weekly discussion. For your convenience MyITLab includes e-text copies.


You should not buy the textbooks from any other source. Separate purchases may increase the cost of materials.
MyITLab
MyITLab is the learning management system provided by Pearson and is accessible at http://myitlab.com. When you purchase the course bundle you will receive an access code for MyITLab. Make sure that you enroll into the correct section. You will use MyITLab to access documents, watch videos, and complete skill-based training simulations, projects, quizzes, and exams. You must ensure that your account access remains valid. Do not create multiple logins.

Please refer to MyITLab support in order to check your system, set up an account, and to complete assessments.

Software
The computers in B231 have all of the necessary programs installed if you plan to complete your assignments on campus. In the classroom, the login username and password will be provided to you.

If you intend to work off-campus, you will need Microsoft Office Professional Plus 2013 for WINDOWS. Only US English is supported. No other language, version of Office, or platform is supported. You will NOT be excused from any part of an assignment or assessment because you used the wrong version of Office.

Student contributions
Some of the best materials come from students. Send me any articles, blogs, web site URLs (addresses), books, videos, or other resources that might be of value to this course and your classmates.

COURSE GRADING
A letter grade will be awarded on a standard grading scale as follows:

90% and above – A
80-89% - B
70-79% - C
60-69% - D
59% and below – F

Additional notes...

- Grades are earned, not given, and are not negotiable. There are no “curves.”
- You are responsible for taking control of your academics. Save and keep track of all graded work.
- There are no make-ups except in extreme circumstances with documentation at the instructor's discretion.
- Late assignments or assessments will not be accepted for consideration except in extreme circumstances with documentation at the instructor's discretion.
- Not understanding an assignment is not considered a valid excuse for not turning it in on time.
- No assignment or assessment will be dropped from the grading criteria.
- There is no extra credit in this class.
- If you are a borderline case (e.g. 89.45%) I may use your attendance and history of assignment completions as decision factors. Rounding up to the next letter grade is not automatic.
- A grade of “Incomplete” may only be granted at the end of the term, when 90% or more of the coursework has been satisfactorily completed, but a documented unforeseen event or illness prevents you from completing the class.
ASSIGNMENTS AND ASSESSMENTS

All assignments and assessments are submitted through MyITLab. **You are responsible for ensuring that your account access remains valid throughout the course.** Multiple and/or “phantom” accounts are unacceptable and will result in them being removed **without warning.** Any scores from those accounts will be lost.

<table>
<thead>
<tr>
<th>ASSIGNMENT OR ASSESSMENT</th>
<th>QUANTITY</th>
<th>APPROXIMATE % OF GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-of-Chapter Quizzes</td>
<td>16 quizzes</td>
<td>29%</td>
</tr>
<tr>
<td>Grader Projects</td>
<td>12 projects</td>
<td>22%</td>
</tr>
<tr>
<td>Skill-Based Training</td>
<td>12 trainings</td>
<td>22%</td>
</tr>
<tr>
<td>Skill-Based Exams</td>
<td>12 exams</td>
<td>22%</td>
</tr>
<tr>
<td>Final Exam (Capstone Projects)</td>
<td>2 capstone projects</td>
<td>4%</td>
</tr>
<tr>
<td>Participation</td>
<td>Random checks</td>
<td>2%</td>
</tr>
</tbody>
</table>

Skill-based training, quizzes, and exams
Training simulations, end-of-chapter quizzes, and exams may be completed on any system with a supported web browser. **Google Chrome is recommended.** Please be aware of how many attempts you have for each activity.

Grader and capstone projects
Use the provided instructions to complete a project. Upload the finished product to MyITLab for evaluation. You can view your results and, if necessary, make corrections for resubmission. Download the files provided to you and **save them to a USB drive.** I do not hand-grade projects; you must upload them to MyITLab before the due dates.

Participation
This portion of your grade includes attempting in-chapter exercises ahead of lecture, arriving to class **on time,** remaining in lecture for the entire duration, and meeting the student expectations and responsibilities as discussed earlier in this syllabus. **I will ask for in-chapter exercises at random.** Think of these checks as “pop quizzes.”

COURSE POLICIES

Deadlines
Assignments must be completed by their due dates at 11:59 PM, Pacific Time. Address any issues well before assignments are due and assessments take place. If you cannot complete assignments at home for any reason you are still responsible to do the work by arranging to use another system. The CSIS department and your instructors are not repair technicians; you must pursue repair of technical problems on your own. **If you wait until the last minute to do your work, you will not be given any special consideration.**

Computer work always takes longer to complete than you think it will. **Do not wait for deadlines or you will fall behind. THIS IS AN EIGHT WEEK HYBRID COURSE. It is very easy to fall behind if you are not disciplined.**

Withdrawal
I only drop students who do not show up on the first day of class and do not contact me (“no shows”). **Dropping the class is your responsibility.** Pay attention to your drop deadlines in Corsair Connect. **If you simply stop participating in class and do not drop, you will be kept on the roster and you will be assigned a grade in the class.**

Academic integrity
Reference all materials using APA (American Psychological Association) or MLA (Modern Language Association) where appropriate. Use and submit your own files.

- Do not share your accounts and logins with anyone nor allow other students to perform any work in your account.
- Do not offer files to any student, even if “it’s only to see what the finished assignment looks like.”
- Do not talk, text, or visit any other web site during standard testing conditions.
ACADEMIC CONDUCT DEFINED – CHEATING POLICY

Honest and ethical students are protected in this class. SMC has a clearly defined Honor Code, to which each student agrees during the enrollment process each semester. The College’s Code of Academic Conduct applies to each and every course as well as each and every member of the academic community, faculty and students alike. It is your responsibility to familiarize yourself with The Code of Academic Conduct and Honor Code, which is printed in the General Catalog.

Student responsibilities:
http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/What-you-should-know.aspx

Honor Council website:
http://www.smc.edu/StudentServices/HonorCouncil/Pages/Honor-Code.aspx

The Santa Monica College’s Code of Academic Conduct and Reporting Policy defines academic dishonesty as the act of or assistance in deceiving, including fraud or deception, in any academic exercise. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.

1. Using testing aids such as calculators, tape recorders, or notes on any examinations, unless otherwise specified by the instructor.
2. Allowing another individual to assume one’s identity for the purpose of enhancing one’s grade in any of the following: testing, field trips, or attendance.
3. Falsifying or attempting to falsify attendance records and/or grade rosters.
4. Representing the words, ideas or work of another as one’s own in any academic exercise (plagiarism), including the use of commercial term paper companies.
5. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
6. Copying or allowing another student to copy from one’s paper (disk) or answer sheet during an examination. (This includes looking at someone else’s computer while taking an exam or doing the homework assignment.)
7. Giving and/or taking information during an examination by any means including sign language, hand signals, secret codes, or electronic transmission (like email).

In addition, it is considered cheating by:
- Giving a copy of your homework assignment to a classmate for the purpose of enhancing your classmate’s grade. (Both students will be given zero and may be subject to disciplinary action.)
- Taking exams and quizzes for someone else or with someone else.
- Sending emails to any other individuals asking for questions about the taking the exams, homework assignment, etc.

Cheating violations
Violations could result in failing grades, suspension from class, reports to the Campus Disciplinarian, and subsequent academic disciplinary action. I enforce a zero tolerance policy on cheating in all of my classes, whether on-ground or online. If I determine that you have relied too heavily on each other in preparing homework or any other project, you will be assigned a zero. If you copy another person’s work or let another person copy your work, you are cheating. Regardless of the circumstances, both students involved will be considered at fault. All work you submit must be your own individual work. There is no excuse whatsoever for not doing your own work.

REMEMBER:
- Using the same file from a friend, relative, another CIS 4 student, or the Internet is academic fraud. Cheating, plagiarism, and collusion are acts of deception that will lead to an automatic failure of the assignment or assessment in question.
- You are responsible to protect your work. If your files are stolen, you must immediately notify me. You may be responsible for any use of your stolen material.
**IMPORTANT DATES AND DEADLINES**

You must visit Corsair Connect for your deadlines to withdraw and either avoid a “W” or be guaranteed one.

<table>
<thead>
<tr>
<th>Important Day or Deadline</th>
<th>Date</th>
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<tbody>
<tr>
<td>Instruction Begins – October 24, 2016</td>
<td></td>
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<tr>
<td>Apply for Pass/No Pass – November 8, 2016</td>
<td></td>
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<tr>
<td>Last day to drop and receive a guaranteed “W” – December 4, 2016</td>
<td></td>
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<tr>
<td>Thanksgiving Holiday – November 24-25, 2016</td>
<td></td>
</tr>
<tr>
<td>Last day to drop and avoid a “W” – October 30, 2016</td>
<td></td>
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<tr>
<td>Veteran’s Day – November 11, 2016</td>
<td></td>
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<tr>
<td>No further transactions – December 2, 2016</td>
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<tr>
<td>FINAL EXAM – December 12, 2016 IN CLASS</td>
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**Santa Monica College Admissions – Dates and Deadlines**

**Fall 2016 – Second 8-week Session**

<table>
<thead>
<tr>
<th>Important Day or Deadline</th>
<th>Date</th>
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<tbody>
<tr>
<td>Web Enrollment begins for continuing students.</td>
<td>Early May, 2016</td>
</tr>
<tr>
<td>Web Enrollment begins for new/returning students.</td>
<td>Mid May, 2016</td>
</tr>
<tr>
<td>Deadline to pay fees through Corsair Connect (No fee postponement available).</td>
<td>Weds Jul. 27th, 2016 @ 7 PM</td>
</tr>
<tr>
<td>Deadline to enroll in ONLINE classes including Hybrid classes by web (2nd 8 week session).</td>
<td>Sun. Oct. 23rd, 2016</td>
</tr>
<tr>
<td>*Remember: Students can enroll themselves into open classes until the night before the second class meeting (except online, hybrid and arranged hour classes). After that point an instructor’s approval code will be required.</td>
<td>Visit your Corsair Connect portal for specific refund deadline dates.</td>
</tr>
<tr>
<td>Deadline to withdraw and receive REFUND (8 week session).</td>
<td></td>
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<tr>
<td>Deadline to withdraw and AVOID &quot;W&quot;.</td>
<td></td>
</tr>
<tr>
<td>Deadline to apply for Pass/No Pass.</td>
<td>Tues. Nov. 8th, 2016</td>
</tr>
<tr>
<td>VETERANS DAY HOLIDAY - CAMPUS CLOSED</td>
<td>Fri. Nov. 11, 2016</td>
</tr>
<tr>
<td>Deadline to withdraw and receive GUARANTEED &quot;W&quot;.</td>
<td></td>
</tr>
<tr>
<td>THANKSGIVING DAY HOLIDAY (CAMPUS CLOSED)</td>
<td>Thurs. and Fri. Nov. 24 &amp; 25, 2016</td>
</tr>
<tr>
<td>NO FURTHER TRANSACTIONS ALLOWED. After this point, students must use the late withdrawal process which requires faculty approval with extenuating circumstances. NO GRADE check needed.</td>
<td>Sat. Dec. 2nd, 2016</td>
</tr>
<tr>
<td>2nd 8-Week Session Final Exam: Finals should happen at last class meeting this week.</td>
<td>Mon. Dec. 12th, 2016</td>
</tr>
<tr>
<td>Grades dues from Faculty.</td>
<td>Tue. Jan. 3rd, 2017</td>
</tr>
</tbody>
</table>

**Reminders:**

- I do not respond to messages on weekends and holidays. Avoid waiting until the last minute to seek help.
- You are responsible for taking control of your academics. Save and keep track of all graded work.
- Pay attention to the drop deadlines if this course doesn’t work out for you. **Check Corsair Connect.**
**TITLE IX STATEMENT**

Santa Monica College and this academic department welcome students from all over the world with various backgrounds and life experiences. SMC is committed to fostering a safe and productive learning environment. SMC has zero tolerance for discrimination, and/or sexual harassment, which includes sexual misconduct such as, domestic and dating violence, sexual assault, sexual exploitation, and stalking. Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on college-owned or controlled property, at college-sponsored or supervised functions, or related to or arising from college attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

SMC Students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution, which respects the rights of others to learn, and to acknowledge the academic freedom to teach and communicate in an environment that fosters learning and creativity. With that in mind, it is important to keep a respectful tone and attitude when communicating and interacting with your colleagues. You are the only you. No one else will have your sensibilities of what is funny or interesting. Part of being respectful is also realizing that someone else may be offended by something you think is “every day normal.”

Students who have experienced some form of sexual misconduct or discrimination are encouraged to talk to someone about their experience, so they can get the support they need. To learn more about support available for students, please see [http://www.smc.edu/StudentServices/SVPE/Pages/What-is-Title-IX.aspx](http://www.smc.edu/StudentServices/SVPE/Pages/What-is-Title-IX.aspx). You can also call Lisa Winter, Compliance Administrator Title IX Coordinator, at 310-434-4225.