

CIS 101 IT Orientation

Course Syllabus for Fall 📅 2019-20

Overview and Introduction

This course provides an understanding of the computer-related programs available to students and their pathways to further education and employment. Students will explore the training and productivity habits essential for work in IT-related fields. Students will research, plan, and document knowledge and skills used in both academic and professional IT work.

CIS 101 is a 3-credit course and an essential part of earning a CIS AAS degree.

CRN 44451 is hybrid course with regularly scheduled meetings on Mondays from 10:15am to 12:10pm.

COURSE STRUCTURE

This course is broken down into weekly units that focus on a particular set of topics supporting one or two of the course outcomes. Each weekly unit will have its own objectives, along with assigned readings and videos. Students will complete some required activities, communicate with the instructor and classmates, and prepare for or complete an exam. Due dates for these activities will be listed in the topics schedule.

PREREQUISITE KNOWLEDGE AND SKILLS

CIS 101 is an entry-level course that requires minimal pre-existing technical skills. Prior to starting class, students should be able to...

- start-up, reboot, and shut down a computer.
- operate a computer keyboard and know about the basic use of the Alt, Control, and Shift keys.
- operate a mouse and be able to determine when clicking, double-clicking, and right clicking are appropriate courses of action.
- save files to disk (portable storage) and retrieve/open files that have been previously saved.
- create folders and sub-folders within the My Documents folder, cloud storage, and portable storage devices.
- launch a web browser, navigate to a specific web page, and find information.
- use copy/paste features from one program to another.
- comfortably switch back and forth between multiple, open applications.

Learning Outcomes

1. Identify your personal learning style, qualities, skills and resources to develop a college success plan.
2. Identify the variety of CIS/IT-related educational programs and their requirements.
3. Demonstrate the use of web apps for task management, organization, and productivity.
4. Describe different areas of IT-related work and their expected growth.
5. Use a variety of tools for communication and collaborative work.
6. Use web-based productivity tools for document and spreadsheet production.
7. Demonstrate ability to create SMART goals and plans for success.
8. Demonstrate effective and appropriate use of educational technology (e.g. Blackboard, COCC website, open education sites, etc.) for educational purposes.

Instructor Information

Ralph R Phillips, Professor, CIS

Office	Bend Campus, Pioneer Hall (PIO) 219
Office Hours	see my faculty web page
Web Page	https://www.cocc.edu/employees/rrphillips/
E-mail	rrphillips@cocc.edu
Office Phone	541.383.7259
SMS	541.728.3168
Tutorial Videos	https://www.youtube.com/user/rrphillips/



Class Activities and Exams

ATTENDANCE ACTIVITIES

There is an attendance activity due in the first half of week 1. This activity will have minimal impact on the course grade, but it will be used to measure attendance in the beginning of the term. Students that fail to complete this activity will be dropped from the course.

PARTICIPATION ACTIVITIES

Participation activities will start in week 1 and will be used to demonstrate active participation in the class in the first portion of each week. The type of work will vary.

- Participation can be completed at home and will be due Thursday nights at 11:59pm.
- Participation activities have a 24-hour grace period if more time is needed. Participation activities cannot be completed after the grace period.
- Participation activities can be completed in partnership with classmates, if appropriate.
- Participation activities will be specified in class and via Blackboard and may include:
 - Class activity (lab) started as a group
 - Blog, Slack, or discussion board post and response
 - E-mailed questions to the instructor/class
 - Documented review of a recent quiz or exam
 - Documented exploration of a future quiz or assignment topic

QUIZZES

Quizzes start in week 2 and will be regular, timed activities used to test understanding of the current and previous week's topic. Quizzes will generally be timed for 40–60 minutes depending on the types of questions/tasks included.

- Quizzes can be taken at home and will be due Saturday nights at 11:59pm.
- Quizzes have a 24-hour grace period if more time is needed. Late (beyond 24 hours) quizzes will not be graded.
- Students can use books, notes, and online resources during quizzes, but quizzes must be completed without assistance from others.

- Quizzes will be focused on material from the current and prior weeks. Question styles may include multiple-choice/multiple-answer, fill-in-the-blank, matching, hotspot (click on a portion of an image), essays, and tasks.

REQUIRED PRACTICE (HOMEWORK)

Required practice activities (homework assignments) start in week 2 and will be regular demonstrations of the current and previous week's topic. Although they won't have the time pressure of a quiz, they will generally be hands-on activities that require creativity and problem-solving to complete, like mini projects.

- Practice activities can be completed at home and will be due Monday nights at 11:59pm.
- Practice activities have a 24-hour grace period if more time is needed. Late (beyond 24 hours) assignments will not be graded.
- Occasional questions to classmates, the instructor, or discussion boards are OK for assignments, as long as the individual student is completing the work and learning from the exercise.

PROJECTS

Project specs will be provided after the mid-term exam and will involve students creating a large document, presentation, and/or website that demonstrates skills from throughout the term. Projects can be thought of as large-scale assignments that require 2-3 weeks of construction.

EXAMS

Exams will be regular, timed assessments focusing on a wide range of skills. They will consist of a mixture of some objective questions (like quizzes) but will also have hands-on skills (like weekly practice).

- Students must complete the mid-term exam and final exam parts within the stated availability and within the stated time frame (usually 2-4 hours in total).
- Exams can be taken at home or on campus, within the availability and time constraints. If completing the exam at testing center, students will need to schedule their test, then they need to notify the instructor of their test day/time.
- Exams have a 24-hour grace period if more time is needed. Late (beyond 24 hours) exams will not be graded.
- Make-up exams are not available. Check the syllabus early in the term so that you know when you will be expected to complete the mid-term and final exams.
- Students can use books, notes, and online resources during exams, but exams must be completed without assistance from others.

EXAM AVAILABILITY

The Mid-term Exam will be available Thursday – Saturday of week 5.

The Final Exam will be available Monday – Wednesday of finals week.

Students may take exams...

- At home during the availability days/times.
- In a drop-in computer lab during the availability days/times.
- At a school testing center during the availability days/times. Students will have to make an appointment at the testing center and notify the instructor regarding their scheduled test time.

Despite the testing location and allowed access to books, notes, and the web, all students are expected to complete exams without assistance from others. Exams are a single-person assessment.

ACTIVITY WEIGHTS

Each activity is worth points and the cumulation of points throughout the term is used to determine the final course grade. At any time, students can determine their class grade by dividing the total points earned by the points possible at a given time.

Activity	Points	Quantity	Total	% Weight
Participation	10	9	90	9%
Quiz	25	7	175	18%
Req. Practice Assignment	50	7	350	35%
Mid-term Exam	110	1	110	11%
Project	125	1	125	13%
Final Exam	150	1	150	15%
Total			1,000	100%

Topics Schedule and Due Dates

The table lists all of the graded activity due dates throughout the term. These dates should be added to your calendar system of choice. Participation, quizzes, and assignments will be available Monday morning of the week they're due. This class does not support "working ahead" for more than a week.

Week	Topic	Exam	Part. Thu	Quiz Sat	Assn. Mon
1	College Success		Sep 26	x	x
2	Organization and Productivity		Oct 3	Oct 5	Oct 7
3	Web-based Documents and Spreadsheets		Oct 10	Oct 12	Oct 14
4	Communication and Collaboration		Oct 17	Oct 19	Oct 21
5	Mid-term Exam	Oct 26	x	x	x
6	IT Professions		Oct 31	Nov 2	Nov 4
7	CIS/IT Educational Programs		Nov 7	Nov 9	Nov 11
8	Online Research and Reporting		Nov 14	Nov 16	Nov 18
9	Social Media and Marketing		Nov 21	Nov 23	Nov 25
10	Review		Nov 28	x	x
11	Project (Professional Presence)		x	x	Dec 9
Finals	Final Exam	Dec 11			

Instructional Materials

REQUIRED

This course will not require any course textbooks or supplies.

OPTIONAL

This course will use multiple online resources, including articles, tutorials, and videos that are freely available.

Course Technology

HARDWARE

Students should have reliable access to a computer and internet throughout the term. This will be essential for study and completing assessments.

SOFTWARE

This course will require the use of some web-based software and Microsoft Office. MS Office is available to student for free via download (from student 360/email account) and in drop-in computer labs.

WEB-BASED TOOLS

This course will make use of various web-based tools and online accounts. The specific service used will depend on the activity and associated learning outcome. These services will be free.

TECHNOLOGY AND ENGAGEMENT

Several tools used in this class are designed so that students can engage with the instructor and with each other. Active participation using these tools is required and part of the total grade calculation. Students will interact with each other using Slack, discussion boards, and/or virtual classrooms.

Directions for these tools will be provided in assignment/activity directions that require them.

PRIVACY POLICIES

- COCC Privacy Policy (<https://www.cocc.edu/policies/cocc-privacy-policy.aspx>)
- Blackboard Privacy Center (<https://www.blackboard.com/legal/privacy-policy.html>)
- Slack.com Privacy Policy (<https://slack.com/privacy-policy>)
- Zoom Privacy Policy (<https://www.zoom.us/privacy>)

Grading and Course Policies

Students will earn points for each graded activity. The amount of points possible will vary depending on the activity. At any time during the term, the current grade can be calculated by taking the total points earned divided by the points possible at that time.

LATE/MISSED WORK

There are specific availability dates and specific due dates for each of the graded activities you will need to complete to demonstrate learning. For all activity due dates, refer to the topics schedule.

- Participation activities have a 24-hour grace period. Missing the deadline by more than 24 hours warrants a zero for that activity.
- Quizzes have a 24-hour grace period. Missing the deadline by more than 24 hours warrants a zero for that quiz.
- Although practice assignments will have a 24-hour grace period, one practice assignment can be turned in late (more than 24 hours past deadline). Missing the deadline on more than one practice assignment by more than 24 hours warrants a zero for that activity.
- Exams have a 24-hour grace period. Missing the deadline by more than 24 hours warrants a zero for that exam. Students can take the mid-terms and/or final exam at home, at the COCC Testing Center, or at a testing center in a school near them. Tests at a testing center must still be within the specified range of available dates.

Points	% of 1,000	Letter Grade
930 – 1,000	93.0 – 100	A
900 – 929	90.0 – 92.9	A-
870 – 899	87.0 – 89.9	B+
830 – 869	83.0 – 86.9	B
800 – 829	80.0 – 82.9	B-
770 – 799	77.0 – 79.9	C+
730 – 769	73.0 – 76.9	C
630 – 729	63.0 – 72.9	D
0 – 629	0 – 62.9	F

WITHDRAWING FROM THE CLASS

Students can drop a course any time during the first seven weeks of the term, without instructor approval. To drop a course within the first seven weeks, students need to contact the Admission's office (<https://www.cocc.edu/departments/admissions/register-for-classes/adding-and-dropping-classes.aspx>) in the Boyle Education Center.

To drop this course after the 7th week, earning a W grade, instructor authorization is necessary. Contact the instructor about getting approval (electronic or signed blue sheet) by the 10th week.

SWITCHING TO AUDIT STATUS

Some students will audit a class, meaning they have registered for a course but will not earn a letter grade. Often people will do this so they can learn the material, but they are not trying to earn a degree or certificate. Students can switch to audit status any time through week 7 by contacting the Boyle Education Center. Authorization is needed to switch to audit after week 7.

EARNING AND INCOMPLETE

Earning an Incomplete for a course grade is very rare. To get an I grade, students must...

- complete at least 70% of available participation, quizzes, and assignments.
- complete at least one exam in the first seven weeks, earning at least 70%.
- be on track to earn a C or higher in the class.

- experience a significant hardship in the last three weeks of the term that makes finishing the course unreasonable.
- have a plan in place, agreed on by the instructor, to complete remaining course work in a reasonable time.

An "I" grade is not a substitution for a failing grade. Students that were not on track to earn a C or higher or experienced some hardship in the first half of the term should drop the course, earning a W grade.

ETIQUETTE EXPECTATIONS

In all forms of interaction in this course, with the instructor and with classmates, always be thoughtful and positive.

- Do not disrupt or obstruct a class. Impeding the teacher or other students' learning will lead to grade penalties and possible ejection from the classroom.
- Only post questions and comments online that are thoughtful and relevant to the entire class. Discussion board posts would be the types of things you'd say in a face-to-face class, with a room full of people. Grade disputes or technical/software issues that are unique to you are best communicated to the instructor in person, over the phone, or via e-mail.
- Use a descriptive subject in e-mails, make the message or question brief, and get to the point. If you send e-mails that are not brief and specific, I'll refer you to the article The Life-Changing Magic of Shorter Emails (<https://www.fastcompany.com/3057577/the-life-changing-magic-of-shorter-e-mails>).

CHEATING AND PLAGIARISM

All students are expected to practice the highest standards of academic honesty. Cheating on graded activities, colluding with other students to complete work, or plagiarizing another's work is unacceptable and may lead to a failing grade. Plagiarism is using, borrowing or stealing someone else's words or ideas without giving appropriate credit to the original author. This includes copying text and/or images from textbooks, other student's papers and computer files, the Internet, or any other source. Students are expected to complete all assignments independently, unless it is a designated group project. In addition to traditional forms of cheating, cheating in a computer class includes:

- Working together to produce identical or very similar outcomes.
- Copying content, images, snippets of code from a web site without credit to the source.
- Downloading finished files that demonstrate the same or similar skills.
- Using page kits, code generators, or design templates without permission.
- Sharing files or using another file found on the computer or Internet.
- Using files/finished work from another class.
- Communicating with others while taking online assessments.

Acts of cheating or plagiarism will result in a zero on the activity and a total grade deduction equal to the point value of the activity. So, cheating on a 50-point assignment would earn -50 points. This amounts to a 100-point impact on the class total.

College Policies

GRADES AND STUDENT RECORDS

Visit COCC's page on grades and student records policies

(<https://www.cocc.edu/departments/admissions/grades-and-student-records/>) for information related to grade points, withdraw grades, incompletes, academic warning, petitions, and grade forgiveness.

STUDENT RIGHTS AND RESPONSIBILITIES

All students should be familiar with the portion of the student handbook pertaining to student rights and responsibilities (<https://www.cocc.edu/policies/general-procedures-manual/student/student-rights-and-responsibilities.aspx>).

IMPORTANT ENROLLMENT DEADLINES

First week of each term	Mandatory attendance: students not in attendance or absent without instructor permission are administratively withdrawn
5pm, Friday of second week	Last day to drop with full refund
5pm, Friday of 7th week	Last day to drop with no grade on transcript, last day to change to an audit, instructor approval not required
6pm, Wednesday of 10th week	Last day to drop, requires instructor approval, shows as "W" on transcript

DISABILITY ACCOMMODATIONS

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disability Services Office (<https://www.cocc.edu/departments/disability-services/>) in the lower level of the library, 541-383-7743.

COCC NON-DISCRIMINATION POLICY

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of the Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other classes protected under Federal and State statutes in any education program, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, (541) 383-7216, hr@cocc.edu.

TITLE IX STATEMENT

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.), sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying, retaliation, the failure to provide equal opportunity in athletics and discrimination based on pregnancy. Persons having questions about Title IX should contact Human Resources, (541) 383-7216, hr@cocc.edu.

COUNSELLING SERVICES FOR STUDENTS

Feeling a little bit stressed or discouraged? Personal issues distracting you from your learning? COCC contracts with St. Charles Hospital to provide free, confidential, personal counseling on the Bend campus for any student who needs it. These sessions are with licensed, professional counselors. Call CAP Services to make an appointment 541-383-7200.

Learner Support

This course facilitates student access to school support services.

TECHNICAL SUPPORT

Blackboard is a Learning Management System (LMS) used by many COCC classes, including this one. The company that makes Blackboard maintains an FAQ and other helpful resources (https://en-us.help.blackboard.com/Learn/9.1_2014_04/Student) for using the system.

The school provides technical support for most education-related technical services. If you are in need of any technology assistance, contact Student Technical Support (541-383-7716, visit a Computer Lab, or view self-help resources online at <https://www.cocc.edu/departments/elearning/student-online-resources/default.aspx>). Computer labs can be found at Bend-Boyle Education Center or Pioneer Hall; Redmond-Redmond Technology Center; Madras; Prineville.

FAQs, tech support help pages, and discussion boards for software unique to this class can be found in the FAQ and Help area within our Blackboard environment.

COCC ACCESSIBILITY POLICIES AND SERVICES

The footer for COCC's home page (<https://www.cocc.edu/default.aspx>) contains hyperlinks that lead to the school's accessibility policy as well as policies regarding sexual misconduct, harassment, and privacy.

ACADEMIC SUPPORT

CAP Services Tutoring may be helpful, and they have eTutoring available. Not all CIS classes will have available tutors, but check and you may find tutors for math, writing, computer concepts, software applications, and web development.

Key support resources include:

- Blackboard Learner Support (<https://www.cocc.edu/departments/elearning/blackboard/bb-for-students/>)
- Online Orientation using Blackboard (<https://www.cocc.edu/departments/elearning/online-orientation/>)
- Bobcat Orientation (<https://www.cocc.edu/departments/admissions/future-students/bobcat-orientation.aspx>)
- Placement testing for Math and Writing (<https://www.cocc.edu/departments/cap/testing/taking-the-placement-test.aspx>)
- Library Services (<https://www.cocc.edu/departments/library/services/default.aspx>)
- Certification Testing (<https://www.cocc.edu/departments/tutoring-and-testing/testing/tests-available.aspx>)
- Tutoring (<https://www.cocc.edu/departments/tutoring-and-testing/tutoring/default.aspx>)

STUDENT SERVICES AND RESOURCES

Your academic advisor is generally a faculty member within your major. Contact your academic advisor (<https://www.cocc.edu/departments/cap/advising/contacting-your-advisor.aspx>) with questions about your major, including the best sequence of courses and planning for future terms.

Other advisors include:

- Admissions and Records (<https://www.cocc.edu/directory/departments/admissions-records.aspx>)
- Financial Aid (<https://www.cocc.edu/directory/departments/financial-aid.aspx>)
- Student Life (<https://www.cocc.edu/directory/departments/student-life.aspx>)

Accessibility and Usability

An accessible course is one that is designed so that users with disabilities can access information and content and interact with the course as a student. Usability refers to the ease of use and learnability of the user interface (web pages, Blackboard, etc.) of the course.

COURSE NAVIGATION

The navigation for this course, the Blackboard environment, and even this syllabus has been designed with consistency, accessibility, and ease-of-use in mind. HTML attributes such as rel, role, longdesc, title, and alt are used frequently for web page elements that students will need to interact with.

ACCESSIBILITY STATEMENTS

AMERICANS WITH DISABILITIES STATEMENT

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disability Services Office (<https://www.cocc.edu/departments/disability-services/>) in the lower level of the library, 541-383-7743.

- COCC Accessibility Statement (<https://www.cocc.edu/home/accessibility.aspx>)
- Accessibility at Blackboard (<http://www.blackboard.com/accessibility.aspx>)
- Accessibility on YouTube (<https://support.google.com/youtube/answer/189278?hl=en>)

Accessibility statements for other technologies unique to this course can be found in the Course Information area within our Blackboard environment.

ALTERNATE MEANS OF ACCESS

This course does make use of visuals and media. There are many YouTube videos (public and unlisted) to go along with weekly learning modules. Refer to YouTube Help (<https://support.google.com/youtube/answer/100078?hl=en>) for Closed Captions to see how to turn on captioning for videos. Images provided within a learning module will also include descriptive text.