

**Cosumnes River College**  
ITIS 120 / CISC 310  
**Introduction to Computer Information Science**  
An Online Course  
Summer 2024 8w2

**Instructor:** Buddy Spisak

**Online Office Hours:** Mon. through Wed. 1:30 p.m.

**Office:** SOC 115

**Phone:** (916) 691-7062

**E-mail:** [spisakj@crc.losrios.edu](mailto: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:** Students should be familiar with basic functions of word processing, spreadsheet, and web browser software applications, or they should have successfully completed a Computer Technology course in middle or high school.

**Lecture:** Fully online (10886) Asynchronous – optional live office hours via zoom on Online Mondays 7 – 9 p.m.

**Accepted for Credit:** CSU

**Class Credits:** 3 units

**Textbook:** The materials will be on Canvas.

**Supplies:** Earbuds 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 covers fundamental concepts related to information technology and its applications in organizations and society. The student will learn about digital devices, computer software, networks, cybersecurity, information systems, database management, and related applied ethical considerations. The student will apply concepts by using hands-on projects to develop computer-based solutions.  
C-ID ITIS 120

**Student Learning Outcomes and Course Objectives:**

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

UNDERSTAND CURRENT AND EMERGING INFORMATION AND COMMUNICATION TECHNOLOGIES AND THEIR IMPACT ON ORGANIZATIONS AND SOCIETY. (SLO#1).

- explain how computers represent data.
- distinguish various digital devices and their hardware components
- categorize various types of software.
- distinguish various digital media file types
- differentiate between various computer network types and scopes.

- discuss social issues pertaining to information technology, including ethics, copyright, privacy, and cybersecurity.

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

- explain the secure use of various computing resources.
- use various cloud-based resources effectively.
- describe the phases of the System Development Life Cycle.

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

- produce informative documents using word processing software
- construct solutions to common problems using spreadsheet software
- construct a simple database using database management software.
- develop basic software solutions using various 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 before 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 proactive 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://crrc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/plagiarism-and-cheating>).]

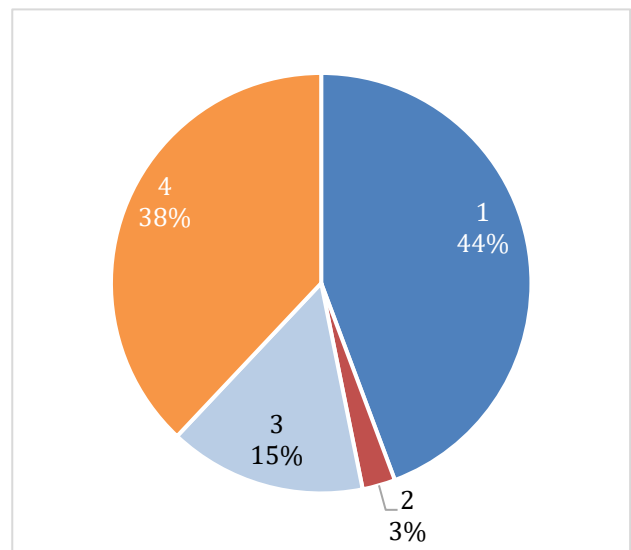
- **CRC Honor Code:** Academic integrity requires honesty, fairness, respect, and responsibility. [See the Cosumnes River College Honor Code posted on the college website (<https://crc.losrios.edu/about-us/our-values/student-rights-and-responsibilities/student-honor-code>).]
- **E-mail:** Every student 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 (DSPS) 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.

### Grading:

Course Topic	Total Points	Approximate % the of Grade
Assignments	350	44%
Orientation Quiz	20	3%
Discussion	120	15%
Tests	300	38%

**Point System:** There are 790 total assigned points.

**Grade Ranges:** A=711-790, B=632-710, C=553-631, D=474-552, F=0-473



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

	<b>Day:</b>		<b>Lecture/Lab Schedule:</b>	<b>Assignment Due:</b>	<b>Due Date (By Midnight):</b>
Week 1	M	6/17	Orientation and Introductions	View the Online Orientation	Sun., Jun. 23
			Domain 1 - IT Concepts and Terminology	Orientation Disc.	
			Lab #1	Orientation Quiz	
Week 2	M	6/24	Domain 2 - Infrastructure	Disc. #1	Sun., Jun. 30
			Lab #2	Lab Review #1	
				Quiz #1	
Week 3	M	7/1	Domain 3 - Applications and Software	Disc. #2	Sun., Jul. 7
			Lab #3	Lab Review #2	
				Quiz #2	
Week 4	M	7/8	Domain 4 - Software Development	Disc. #3	Sun., Jul. 14
			Lab #4	Lab Review #3	
				Quiz #3	
Week 5	M	7/15	Domain 5 - Database Fundamentals	Disc. #4	Sun., Jul. 21
			Lab #5	Lab Review #4	
				Quiz #4	
Week 6	M	7/22	Domain 6 – Security: Part 1	Disc. #5	Sun., Jul. 28
			Lab #6	Lab Review #5	
				Quiz #5	
Week 7	M	7/29	Domain 6 – Security: Part 2	Disc. #6	Sun., Aug. 4
			Final Review	Lab Review #6	
				Quiz #6	
Week 8	M	8/5	What's-next-after-this-class meeting		Sun., Aug. 8
			Final Exam	Final Exam	All work needs to be turned in Aug. 8.