# CIS 120: Introduction to Information Systems

**Spring 2016 (CRN 10834)**

**Course website:** [http://r2d2.cochise.edu/namuoc/cis120](http://r2d2.cochise.edu/namuoc/cis120)

## Class Hours:
- Tuesdays
- 10:45pm-12:00pm

## Class Location:
- Cochise College Sierra Vista Campus
- Rm. 1202

## Instructor:
- Clyne G. H. Namuo, Ph.D.
- namuoc@cochise.edu
- (520) 515-4516 (Sierra Vista campus)
- (520) 226-8155 (Mobile/Text)

## Office Hours:
- Office: Sierra Vista Campus LCC-1249
- Tuesday 9:00am-10:30am & 12:00pm – 1:30pm
- Wednesday 12:00pm-2:00pm (Douglas Campus)
- Thursday 11:00am-4:30pm

## Required Materials:
- New Perspectives on Computer Concepts 2016: Comprehensive
- Parsons ISBN: 978-1-305-27161-6

## Course Overview:
This course will cover a wide variety of topics using a variety of delivery and evaluation methods. Course content will be presented through hands-on exercises, lecture, assignments, and video podcasts. This course will cover a broad range of topics pertaining to the field of information systems. The course includes a comprehensive study of computer concepts, information on computer and network basics, file management and protection, and Internet and LAN technology, the World Wide Web, digital media, today’s computer industry, information systems analysis and design, databases, fundamentals on computer programming, computer hardware and software, and cyber security. The course includes an Excel project and Access project.

## Course Topics (including but not limited to):
1. Computer, Internet, Web, and E-mail Basics
2. Computer Hardware
3. Computer Software
4. File Management, Virus Protection, and Backup
5. Internet and LAN Technology
6. Web Pages, Web Sites, and E-Commerce
7. Digital Media
8. The Computer Industry: History, Products, and Careers
9. Databases
10. Computer Programming
11. Enterprise Computing
12. Current applications of technology in business
13. Cyber security
**Weekly Procedures:**
Classes will typically consist of a lecture and class discussion. Lab time will be provided to practice topics covered during lecture and to make progress on assignments. See course schedule at the end of this syllabus for details. Students are expected to ask questions, be involved and request assistance as necessary. Case studies and articles will be presented and discussed in class. Your participation is expected. Come to class everyday ready to answer the question “What’s happening in the world of technology?”

**Course Website:**
All class materials are located online at our course website at:

http://r2d2.cochise.edu/namuoc/cis120

**College Policies and Statements**

**Mission statement:** Cochise College provides accessible educational opportunities that are responsive to a diverse population and lead to constructive citizenship, meaningful careers, and lifelong learning.

**Assessment statement:** Cochise College is committed to continuous improvement in order to provide the best possible service. A key part of this commitment involves assessing student learning outcomes. Assessment, which occurs apart from the regular grading of student work, is conducted by faculty using tests, research papers, projects, presentations or standardized examinations to discover how well students who have passed a course actually achieved the expected learning goals. Faculty members analyze the results so they can develop strategies to help improve student learning in future classes.

**Grade Standards statement:**
A: The highest academic grade possible; an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding.
B: A grade that denotes achievement considerably above acceptable standards and mastery of course materials
C: Indicates a satisfactory degree of attainment and is the least acceptable standard for graduation from college or additional studies within the discipline. This grade implies completion of the minimum outcomes identified in the course curriculum.
D: Denotes a limited understanding of the subject matter, meeting only the minimum requirement for passing the course. This grade will not transfer to another institution of higher education nor is it acceptable for additional studies within the discipline.
F: Indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, or failure to complete requirements of the course.
Grading:

Assignments 35%
There are a total of 8 assignments. Assignments consist true/false, multiple choice, and short
answer analysis questions. Assignments are due at the beginning of class on their scheduled due
date. Late assignments may be accepted for partial credit at the Instructor’s discretion. Please
make every effort to turn in all assignments on time. All assignments are available online on our
course website. See course schedule for due dates.

Midterm Exam 10%
The Midterm Exam will cover all material before that day and will consist of a series of essay
questions designed to test your understanding and analytical abilities related to technology.

Final Exam 10%
The Final Exam will cover all post-midterm material and will structured similar to the midterm
exam.

Research Paper/Presentation (Key Requirements Underlined) 15%
Students will write and present a research paper of 4-5 pages in length. The topic of the paper is
Innovative Technology. You will choose a specific technology used in the business world and
provide the results of your research in the form of a research paper. The paper must contain at
least five references from the library and the Internet (only two Internet resources may be cited).
A works cited page should be created using APA citation guidelines. See guidelines at
http://owl.english.purdue.edu/owl/resource/560/01/. Students Grades will be assigned based on
content, style, grammar, spelling and presentation. Students will present the content of their
research papers toward the end of the semester in the form of a PowerPoint presentation. Please
staple your paper, create a cover sheet with your name, class, instructor name, title of your
report, etc. Your paper should include at least three relevant pictures, diagrams or graphics.
Please use headings to indicate the different sections of your paper. Please use page numbers.
The presentation will account for 25% of the paper grade. The paper will account for 75% of the
paper grade. See course schedule for due dates.

Attendance/Participation: 10%
I expect you to be actively engaged in this class. Don’t worry, the material will be interesting so
your involvement will be easy! I make no distinction between excused and unexcused absences.
You get credit for each class you attend. You lose credit for each class you miss.

<<MORE>>
**Excel Project:** 10%
You will complete a business intelligence project using Excel. This project involves using or creating formulas, functions, charts, subtotals, and more. The specific project instructions are found on our course website and are accompanied by instructional video tutorials to assist you. This is a self-paced project that is due at the beginning of class on the day of the Midterm exam.

**Access Project:** 10%
You will complete a business intelligence project using Access. This project involves using or creating tables, forms, queries, and reports. The specific project instructions are found on our course website and are accompanied by instructional video tutorials to assist you. This is a self-paced project that is due toward the end of the semester. See course schedule for specific due date.

**Grading Summary:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments (8)</td>
<td>35%</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>10%</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>Research Paper/Presentation</td>
<td>15%</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>Excel project</td>
<td>10%</td>
<td>0-59%</td>
<td>F</td>
</tr>
<tr>
<td>Access project</td>
<td>10%</td>
<td></td>
<td></td>
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<tr>
<td>Attendance</td>
<td>10%</td>
<td></td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
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**Instructor Policies:**

- **Assignments:** Assignments must be turned in at the beginning of class. Late work may be accepted for partial credit at the discretion of the Instructor.
- **Tests:** Tests must be taken on their scheduled day or earlier.
- **Disability accommodations:** Cochise College complies with the Americans with Disabilities Act. If you require any auxiliary aids, services, or other accommodations, please make your needs known to me. Our ADA coordinator is Carla Boyd at boydcarla@cochise.edu or 515-5337.
- **Withdrawal:** If you intend to withdraw from this class, you must notify the registrar so you can be officially removed from the class roster. If you fail to officially withdraw, you will receive a grade based on whatever work you have done.
- **Cell phones:** Please turn them on vibrate before entering the room.
- **Class conduct:** Disruptive behavior will not be tolerated and may result in disciplinary action. Your behavior should be professional at all times.
- **Plagiarism:** Plagiarism is the improper use, or failure to attribute, another person's writing or ideas. It can be as subtle or blatant. See http://www.plagiarism.org/faq.html. Cochise College does not tolerate plagiarism in any form. Students who resort to copying without proper citation cheat the author, the college, and themselves. By policy (number 3010), Cochise College may impose various sanctions as a result of academic dishonesty, up to and including suspension and expulsion.
- **Cheating:** Cheating during tests or passing off other’s work as your own will result in an F for the course and may result in other penalties as deemed appropriate by Cochise College administration up to and including expulsion.
**About the Instructor:**

Dr. Clyne G. H. Namuo has held a variety of positions in the field of Information Technology. He served as Information Technology Manager for Dream Cruises in Honolulu, Hawaii where he developed and implemented a complete technology plan. He served as a Systems Administrator for the San Diego Regional Center, the largest privately-held non-profit in San Diego county where he oversaw all Windows servers, managed various projects and served as security consultant. He has also served as Senior Systems Analyst for a trade association and has taught with the University of Hawaii Community College system and the San Diego Community College District. Dr. Namuo holds a Bachelor’s degree in Business Administration (Marketing major, Speech minor) from the University of Hawaii and a Master’s of Science degree in Business Administration (Information Systems major) from San Diego State University where his research involved information systems security at non-profit organizations. He earned a Ph.D. in Higher Education Strategy at the University of Arizona’s Center for the Study of Higher Education where his published dissertation involved the impact of reduced financial resources on the strategic positioning of community colleges. He is a member of the honor societies of Golden Key, Beta Gamma Sigma, and Kappa Delta Pi. Dr. Namuo is a Microsoft Certified Systems Administrator and holds CompTIA’s most current Network+ and Security+ certifications. He has been the featured or keynote speaker at a number of events on topics including technology, leadership, and community college strategy. He is also on the board of directors for the Sierra Vista Area Habitat for Humanity organization. He is a former Assistant Dean of Technology at Cochise College and current Department Chair for Computer Information Systems.

You can find him on twitter at twitter.com/clynenamuo and on YouTube at youtube.com/namuoc or his faculty profile page at https://my.cochise.edu/web/namuoc/profile


Book website: www.communitycollegestrategy.com
## CIS 120 Course Schedule Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 12</td>
<td>Syllabus/Introduction/Logistics</td>
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</tr>
<tr>
<td>Jan 19</td>
<td>Unit 1</td>
<td></td>
</tr>
<tr>
<td>Jan 26</td>
<td>Unit 2</td>
<td>Assign #1</td>
</tr>
<tr>
<td>Feb 2</td>
<td>Unit 3</td>
<td>Assign #2</td>
</tr>
<tr>
<td>Feb 9</td>
<td>Unit 4</td>
<td>Assign #3</td>
</tr>
<tr>
<td>Feb 16</td>
<td>Unit 5</td>
<td>Assign #4</td>
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<tr>
<td>Feb 23</td>
<td><strong>Midterm</strong></td>
<td>Excel Project</td>
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<tr>
<td>Mar 1</td>
<td>Unit 6</td>
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<tr>
<td>Mar 15</td>
<td>Unit 7</td>
<td>Assign #5</td>
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<tr>
<td>Mar 22</td>
<td>Unit 8</td>
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<tr>
<td>Mar 29</td>
<td>Unit 9</td>
<td>Assign #6</td>
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<tr>
<td>Apr 5</td>
<td>Unit 10</td>
<td>Assign #7</td>
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<tr>
<td>Apr 12</td>
<td>Unit 11</td>
<td>Access Project</td>
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<tr>
<td>Apr 19</td>
<td>Presentations Day One</td>
<td>Assign #8 &amp; Research Paper</td>
</tr>
<tr>
<td>Apr 26</td>
<td>Presentations Day Two</td>
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<tr>
<td>May 3</td>
<td><strong>Final Exam</strong></td>
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- Updates and extra credit for the course are posted regularly on my twitter page at [twitter.com/clynenamuo](https://twitter.com/clynenamuo) using hashtag **#cochisecis120**