CIS 111: CL Introduction to Computer Information Systems
Syllabus

Grade: 9th

Contact Information for Instructor:
Room: 222A
Name: Ms. Williams, Education Technology Specialist
Extra Help Days & Time: Wednesdays in Room 222A - 2:29pm - 3:15pm

School Number: (914) 376-8425
Email: twilliams4@yonkerspublicschools.org
Teacher's Website Link: https://www.yonkerspublicschools.org/Domain/4501

*Please note that students can seek extra-help with any teacher. *

Course Description:
This course will provide the students with current computer language and applications, which concentrates on learning how to understand the standard applications of spreadsheets, word processing, database management, and graphical presentations. Students will also become familiar with managing files, connectivity for computer hardware and learn how to use the Internet as a communication tool for research and projects.

You are required to have a Schoology Account. It is your responsibility to check those accounts for latest assignments, tests, grades, etc. In addition to any other accounts as deemed by the district (Hint: you have or will have a SAT/College Board account, your NAVIANCE account for college recommendations, applications and college resume, and various other ones).

Textbook:
Understanding Computer today and tomorrow, 16th Edition,
Decorah Morley, Charles S. Parker
ISBN-10: 130565708X
ISBN-13: 978-1305657083

Classroom Rules:
1. Be on time.
2. Be respectful.
3. Be prepared.
4. Use computers, material and all equipment properly.
5. Be enthusiastic and creative!
6. You break it, you pay for it.
7. By attending this class, you automatically agree to these terms.

8. For privacy and confidentiality of students, photography, audio, and visual recording is prohibited in the classroom by students. Teacher has the discretion to give a quarter grade of a zero.

NOT PERMITTED:
1. Food, drinks, candy/gum inside computer lab.
2. Personal electronics **CELL PHONES** are put on vibrate and in assigned pocket holder if seen during class time.
3. Teacher has option of giving a zero for the quarter or zero for class participation grade for misuse of Internet access.
4. Logging onto social websites like Facebook, Snapchat, Instagram, etc. **YouTube will be used only for educational purposes.**

Grading Policy:
A student can earn an "A" for the class by the quality of their work, class participation, and attendance along with meeting deadlines. A student's grade will be affected by not meeting the criteria for grades below. Please note I have the discretion to change the grading policy as needed. Please login to Schoology.com to see your grades and current percentages.

Grades:
Classroom Participation/Behavior/ Punctuality -   10%
Schoology Assignments   40%
Critical Thinking Discussion Questions   20%
Quizzes/Tests/Projects-   30%

Extra Credit Assignments must be handed in by due date otherwise no points.

Grades will be based on the following grading scale:
A (100-97%), **A-** (96-93%), **B** (92-89%), **B-** (88-85%), **C** (84-79%), **C-** (78-73%),
D (72-65%), **F** (64% and below)

Requirements:
A. Homework and Projects will be assigned based on classroom presentations/Discussions, as well as other source materials.
B. Quizzes/Tests will be based on topics covered in class, as well as any handouts and outside reading assigned. You must login to your Schoology or Clever account to access them. Do not share your password or account with anyone. Once the work is submitted, that will be your grade.
C. Papers will be typed with certain requirements such as: at least 5 paragraphs, 3 pages minimum, with the following being mandatory: include a bibliography page; double spaced; font-Arial at 12pt; your name; your period and date.
D. Materials:
 *Notebook- where you can take notes (notebook check for 10 extra MP points)
 *3 ring binder (1.5 or 2in)
 *1 Black/Blue Pen
 *Flash/Thumb drive (at least 2 Gigabytes) to save projects on or upload to OneDrive

Lateness Policy: As it applies to all assignments that must be completed or turned in at a certain date, every additional day late will be a 2-point deduction per day. Absences do not impact this policy as most assignments can be completed and turned in digitally, so special circumstances that would prevent you from working above and beyond coming to school will require additional documentation (note from doctor or parent). Every three days late will lead to a 10% deduction to your quarterly grade.

Topics Covered during the year (not in order):
 1.0: Introduction to the World of Technology
 2.0: The System Unit, Procession, and Memory
 3.0: Storage
 4.0: Input and Output
 5.0: System Software: Operating Systems and Utility Programs
 6.0: Application Software: Desktop
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

 7.0: Databases and Database Management Systems
- Microsoft Access

 8.0: The Internet
 9.0: Security and Privacy
10.0: Information Systems and System Development
11.0: Networks and Communication Devices
12.0: Intellectual Property Rights, Ethics, Health, Access and the Environment
13.0: Binary Numbers & Hex Codes
14.0: Digital Citizenship & Cyber Security
15.0: Programming Languages
  1. HTML
  2. Python
  3. JavaScript