CIS 101: INTRODUCTION TO INFORMATION SYSTEMS
Instructor: Vicki Viloria   791-1849
Vicki_Lynn_V@yahoo.com   Office: 1713
Course # 10629   Thursdays 06:30 - 09:40 pm

TERM HOURS: 54 Lecture   **LETTER GRADE ONLY**

COURSE DESCRIPTION:

An Introductory course designed to teach the basic understanding of computer information systems, to survey computer hardware and software, and to give the student hands-on experience on common business applications. (CSU, UC)

Institutional Student Learning Objectives:

Students who complete a degree or certificate at Imperial Valley College will demonstrate competency in these five areas: Communication Skills, Critical Thinking Skills, Personal Responsibility, Information Literacy and Global Awareness.

Student Learning Outcomes

1. Analyze web information sources for relevance and accuracy; and synthesize, evaluate and communicate the results, demonstrating writing competencies at the college level.
2. Describe the general characteristics of a computer system and identify types of computer hardware and software and explain their function.
3. Demonstrate the use of a word processor, spreadsheet, and database application program by completing projects that require students to extend course content to real-world situations and manage and organize files and use data storage devices.

TEXTBOOK:

Discovering Computers 2011: Living in a Digital World, Complete Edition by Shelly / Vermaat
Microsoft Office 2010 Essentials by Shelly / Vermaat

BACKUP:

Bring a disk or flash drive to class for backing up your work when you are in the lab.

GRADING: Grading Scale is as follows:

Tests	40%	90 - 100%	A
Final Exam	20%	80 - 89%	B
Homework / Lab Assignments	40%	70 - 79%	C
		60 - 69%	D

CHEATING:

The student's submitted work, examinations, reports, and projects must be that of the student's own work. You are guilty of cheating if you:
1. Turn in another student's work as your own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give your work or unauthorized assistance to other students.
4. Misrepresent the content of submitted work.

General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework. A student may not use or copy by any means another's work or portions thereof and represent it as his or her own. You must use your own fingers on the keyboard and mouse in completing assignments.

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services office as soon as possible. Room 2117, Health Sciences Bldg, 760 355-6312.

CIS 101
Introduction to Information Systems
Fall 2012 Timeline

Week	Date	Chapter	Topic	Assignments
1	23-Aug	1	Orientation / Introduction to Computers	
2	30-Aug	2	The Internet and World Wide Web	PowerPoint
3	6-Sep	3	Application Software	PowerPoint
4	13-Sep	4	The Components of the System Unit	PowerPoint
5	20-Sep	2,4	**Exam 2 & 4**	PowerPoint
6	27-Sep	5	Input	Internet
7	4-Oct	6	Output	Internet
8	11-Oct	7	Storage	Internet
9	18-Oct		**Exam Chapter 5,6,7**	Database
10	25-Oct	10	Database Management	Database
11	1-Nov		**Exam Chapter 10**	Database
12	8-Nov	8	Operating Systems & Utility Programs	Excel
13	15-Nov	9	Communications & Networks	Excel
14	22-Nov		**THANKSGIVING**	
15	29-Nov		**Exam 8 & 9** Reviw for Final	Excel
16	6-Dec		**Final Exam**	