

CIS 101 Introduction to Information Systems (Fall 2012 Semester)

Instructor: Maribel Garcia
Schedule: Monday, 6:30-9:45pm

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Phone: 760-554-0352

Text and Materials: *Discovering Computers 2011: Brief* by Shelly/ Vermaat

Handouts: Additional handouts may be required, instructor will provide information

Online Companion: scsite.com/dc2011

Additional Materials: Storage Media

Course Description: An introductory course designed to teach the basic understanding of computer information systems, survey computer hardware and software, and give the student hands-on experience on common business applications. (CSU, UC). There are no prerequisites for this course; however if you are completely unfamiliar with computers, it is recommended that you take CIS 100 (Computer Literacy) first.

Student Learning Outcomes: Upon the completion of this course, the successful student will have acquired new skills, knowledge and or attitudes as demonstrated by being able to:

- Analyze web information sources for relevance and accuracy; and synthesize, evaluate and communicate the results demonstrating writing competencies at the college level.
- Describe the general characteristics of a computer system and identify types of computer hardware and software and explain their functions
- 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.

Grade: Your class grade is based on the following

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| • Participation | 10% |
| • Chapter Tests | 30% |
| • Projects/Homework | 30% |
| • Final Exam | 30% |

Any Student with a documented disability who may need educational accommodations should notify the instructor and the Disabled Student Programs and Services (DSP & S) office as soon as possible.

DSP & S
Room 2117
Health Sciences Building
760-355-6312

To receive full credit, all work must be turned in on time. If you have an emergency which prevents you from attending the class, it is your responsibility to make acceptable arrangements prior to the absence. Class attendance and tardy policy follows the regulations in the IVC college catalog.

Withdrawing from the course: Maintain control over your own records. If you decide not to continue in the class please drop the course via Webstar prior to the drop deadline. Do not automatically assume the instructor will do this for you.

Course schedule:

- Week 1: Chapter 1 Introduction to computers
- Week 2: Chapter 2 The Internet and the World Wide Web
- Week 3: Chapter 3 Application Software
- Week 4: Test Chapters 1-3**
- Week 5: Chapter 4 The Components of the System Unit
- Week 6: Chapter 5 Input
Chapter 6 Output
- Week 7: Test Chapters 4-6**
- Week 8: Chapter 7 Storage
- Week 9: Chapter 8 Operating Systems and Utility Programs
Chapter 11 Computer Security and Safety, Ethics and Privacy
- Week 10: Test Chapters 7,8,11**
- Week 11: MS Word
- Week 12: MS Excel
- Week 13: MS Power Point & MS Access
- Week 14: Final Exam**