

CIS 101
Introduction to Computer Information Systems
3 Units of Credit

COURSE SYLLABUS
Andres David Martinez, Instructor

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.

COURSE OBJECTIVES:

- ☐ Describe the general characteristics of a computer system
- ☐ Identify types of computer hardware and software and explain their function
- ☐ Demonstrate the use of current business software applications, including word processing, spreadsheet, presentation, database software, as well as Internet applications
- ☐ Manage and organize files and use data storage devices

STUDENT LEARNING OUTCOMES

Institutional Student Learning Outcomes: 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. In this class, these learning outcomes are assessed with the following assignments:

Web Evaluation Assignment

Analyze information for relevance and accuracy; and synthesize, evaluate and communicate the results, demonstrating writing competencies at the college level.

Midterm and Final Exams

Describe the general characteristics of a computer system and identify types of computer hardware and software and explain their functions.

Microsoft Office Assignments

Demonstrate the use of a word processor, spreadsheet, and database application program; manage and organize files; and use data storage devices.

TEXTBOOKS REQUIRED:

The books required for this course are bundled together at the IVC bookstore.

1. *Discovering Computers Complete*. Shelly/Vermaat . 2012. Text comes with an accompanying web site where you can access additional information on topics covered in the book as well interactive exercises to help you review for tests. **ISBN-13: 978-1-285-08283-7**
2. *Microsoft Office 2010, Essential*, Shelly Cashman Series. This text gives you the instructions for the PowerPoint, Excel, and Access assignments required for this course. It also gives you the basics for using these Microsoft Office applications and for using Word. **ISBN-13: 978-0-538-74870-4**

SOFTWARE APPLICATIONS REQUIRED

- Access to a computer that is connected to the Internet, which will require Internet Explorer or another browser
- Email program and an email account.
- 2010 Word, Excel, Access, PowerPoint software applications for assignments. **All these programs are available to you in the Business Division Lab, which has been moved to Room 2610.**

Online

The online version of this course is not self-paced. There are strict deadlines that need to be met every week. You will be given a list of weekly deliverables that you will be responsible for. You can find these under the appropriate weekly heading.

Questions

Any questions you may have about the course can be posted in the 'Ask the Instructor' forum inside Blackboard.

Hardware Required

- USB thumbdrive is recommended to save your work.

Grading

		Grading Scale	
Tests.....	10%	90 –100%	A
Midterm	25%	80 – 89%	B
Final Exam	25%	70 – 79%	C
Class Participation/Discussion Board.....	20%	60 – 69%	D
Excel, PowerPoint, and Word Assignments	20%	Below 60	F

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. You shall be guilty of cheating if you:

1. Submit 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

If a student is unclear about whether a particular situation may constitute cheating, the student should email me to discuss the situation.

Contacting your Instructor

If you have any questions or concerns about the course, please contact me **right away**. Private Message, Text, or Email is the best way to contact me.

E-mail

Andres.martinez@imperial.edu

I usually respond to e-mail within 24 - 48 hours. Be sure you check your junk mail folders if you do not get a response from me. **Always Use your Last NameFirstName_CIS101 as the subject line when you send me email.**

Office
Library 308
Phone (760) 355.6126
Voice mail checked daily, Monday through Friday

Cell Phone
Text me at 760.554.7949
*please include your name when you text

Need for Assistance

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made. You should also meet with the Disabled Student Programs & Services support staff and counselors.

I have made every effort to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem accessing any portion of this course, please contact me immediately.

CIS 101
FALL 2011 SEMESTER SNAPSHOT
(Subject to Change)

Below is a 16-week overview of tasks you are required to complete for this course.

Week	Online Reading Assns See Etudes Modules	Textbook Reading Assignments (for <i>Discovering Computers 2011</i> unless noted) Textbook Web Site Exercises	Assignments/ Class Discussions	Quizzes
Orientation Ch 1 Week Begins	Read: - Course Syllabus - Ch 1 Highlights	- Buy Textbooks - Read Ch 1 Intro to Computers - Create a account to access Online Companion --Text Web Site - Do Textbook Web Site Exercises and Practice Test for Ch 01	- Send Answers to Orientation Review which is posted in Modules - Participate in Class Discussion - If you do not know the basics of Word 2010 read and work through the "Document with a Picture" Project in your <i>Office 2007</i> textbook	
Week 2 Ch 2	Read: - Ch 2 Highlights - Netiquette - Evaluating Internet Resources - Tips for Using Internet	- Read Ch 2 Internet and WWW - Read Special Feature Making Use of Web - Do Textbook Web Site Exercises and Practice Test for Ch 2	Continue Week 01 discussions	Ch 1 & 2
Week 3 Ch 3	Read: - Ch 3 Highlights - Tips for Planning, Creating, Delivering a PowerPoint Presentation	- Read Ch 3 Application Software - Do Textbook Web Site Exercises and Practice Test	- Participate in Class Discussions - Start Power Point Assignment.	Ch 3
Week 4 Ch 4 Pt 1	Read: Chapter 4 Part 1 Highlights	- Read Ch 4 through Page 222 Components of the System - Do Textbook Web Site Exercises and Practice Test	- Participate in Class Discussions - Submit PowerPoint	Ch 4 Part 1
Week 5 Ch 4 Pt 2	Read: Chapter 4 Part 2 Highlights	- Finish Reading Chapter 4 Components of the System - Do Textbook Web Site Exercises and Practice Test	- Participate in Class Discussions - Start Excel Assn	Ch 4 Part 2
Week 6 Ch 5	Read: Ch 5 Highlights	- Read Ch 5 Input - Do Textbook Web Site Exercises and Practice Test - REVIEW FOR MIDTERM	- Participate in class discussion - Work on Excel Assn	Ch 5
Week 7 Ch 6	Read: Ch 6 Highlights	- Read Ch 6 Output Read Special Feature Digital Video Technology - Do Textbook Web Site Exercises and Practice Test - REVIEW FOR MIDTERM	- No Class Discussion this week; Study for Midterm - Submit Excel Assn	Ch 6

Week	Online Reading Assns See Etudes Modules	Textbook Reading Assignments (for <i>Discovering Computers 2011</i> unless noted) Textbook Web Site Exercises	Assignments/ Class Discussions	Quizzes
Week 8 Midterm Week	MidTerm TBA			
Week 9 Ch 7	Read: • Ch 7 Highlights	- Read Ch 7 Storage - Do Textbook Web Site Exercises and Practice Test	Participate in Class Discussions	Ch 7
Week 10 Ch 8	Read: • Ch 8 Highlights	- Read Ch 8 Operating Systems and Utility Programs - Read Buyers Guide Special Feature - Do Textbook Web Site Exercises and Practice Test	Participate in Class Discussions	Ch 8
Week 11 Ch 9	Read: • Ch 9 Highlights	- Read Ch 9 Communications & Networks - Do Textbook Web Site Exercises and Practice Test	- Participate in Class Discussions - Start the Web Evaluation Assignment	Ch 9
Week 12 Ch 10	Read: • Ch 10 Highlights	- Read Ch 10 Database Management - Do Textbook Web Site Exercises and Practice Test - Review for Final	- Participate in Class Discussions (Optional) Submit the Access Assignment - Work on the Web Evaluation Assignment	Ch 10
Week 13 Ch 11	Read: • Ch 11 Highlights Part 1 • Ch 11 Highlights Part 2	- Read Ch 11 Computer Security, Ethics, and Privacy - Read Special Feature Computer Forensics - Do Textbook Web Site Exercises and Practice Test - REVIEW FOR FINAL	- Participate in Class Discussions - Work on the Web Site Evaluation Assignment	Ch 11
Weeks 14 and 15 Ch 13	Read: • Ch 13 Highlights Part 1 • Ch 13 Highlights Part 2 • Ch 13 Highlights Part 3	- Read Ch 13 Programming Languages and Development - Do Textbook Web Site Exercises and Practice Test - REVIEW FOR FINAL	- No Class Discussions this week – STUDY for Final Exam - Submit the Web Evaluation Assignment by Nov 28.	Ch 13
Week 16 Final Exam Wk	Final Exam TBA			

