

CIS 101 Intro to Info Systems

Course Number 20662
Fall 2014, 3 semester units
Class times 3:05 to 4:30 pm
Mondays & Wednesdays
Class Room 801

A college level introductory course to acquaint you with the use of computers in today's business environment. There are no prerequisites for this course, however if you are completely unfamiliar with computers and keyboard skills, it is recommended that you take CIS 100 (Computer Literacy) first.

Instructor: Gordon Bailey

Office: Building 800, room 805

Phone: 760-355-6150

Email: gordon.bailey@imperial.edu

Text & Materials:

Text/Materials/Web:

Text: Microsoft Office 2010 Essential ISBN: 13 978 0 538 74870 4

Discovering Computer Complete ISBN: 13 978 1 285 08283 7

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Online Companion: scsite.com/dc2011

*This material is optional.

Email: When using email, please use the following format in the subject line:

CIS101 – Your Last Name - Your First Name - Title

Course Description: Learn basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends.

Objectives – the student will be able to:

- Have an understanding of information literacy.
- Describe the general characteristics of a computer system.
- Identify types of computer hardware and software and explain their function.
- Demonstrate the use of a word processor, spreadsheet, database and the internet.

- Manage and organize files and use data storage devices.

Student Learning Outcomes

Students will analyze information for relevance and accuracy; and synthesize, evaluate and communicate the results, demonstrate writing competencies at the college level.

SOL1 –communication skills; SOL2 –critical thinking skills; SOL3 – information literacy

Grading:

7 Exams	40%
Final Exam	40%
Participation, Questions and Answers	20%

Grading Scale:

90 - 100 = A	70 - 79 = C
80 - 89 = B	60 - 69 = D

To receive full credit, work must be turned in on time, as designated by the instructor. No credit will be given for late work. Tests must be taken on time, there are no make-up tests.

Course Schedule:

- Week 1 Chapter 1 Intro to Computers
- Week 2 Chapter 2 The Internet and the World Wide Web
- Week 3 Chapter 3 Application Software (exam #1)
- Week 4 Chapter 4 The Components of the System Unit
- Week 5 Chapter 5 Input (exam #2)
- Week 6 Chapter 6 Output
- Week 7 Chapter 7 Storage (exam #3)
- Week 8 Chapter 8 Operating Systems and Utility Program
- Week 9 Chapter 9 Communications and Network (exam #4)
- Week 10 Chapter 10 Database Management
- Week 11 Chapter 11 Computers & Society, Security, Privacy and Ethics (exam #5)
- Week 12 Chapter 12 Information Systems Development
- Week 13 Chapter 13 Programming Languages & Program Development (exam #6)
- Week 14 Chapter 14 Enterprise Computing
- Week 15 Computer Careers and Certifications (exam #7)
- Week 16 Final Exam

Interaction with the instructor and other students is an integral part of the learning process. However, you must personally use the keyboard and mouse in completing the assignments. All work submitted for grading must be your own. Cheating will result in an 'F' for the assignment or an 'F' for the course at the

instructor's discretion. Also, please verify that you have enrolled in the class correctly as for a letter grade or credit/no-credit. Final grades will not be changed for any reason because of student negligence.

Need for Assistance: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide the instructor with information regarding your special needs as soon as possible so that appropriate accommodations can be made. You should also meet with DSP&S support staff and counselors. Any student with a documented disability who may need educational accommodations should notify the instructor and the Disabled Students Program and Services (DSP&S) office as soon as possible.

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

Class attendance, tardy, student conduct and withdrawal policy follows the regulations in the IVC catalog. You may be dropped if your absences exceed the number of days a class meets per week.

If your plans change and you decide not to continue in this class, please drop yourself through WebStar as the instructor will not do this for you.

The above schedule and procedures are subject to change in the event of extenuation circumstances.