

Basic Course Information

Semester	Spring 2016	Instructor Name	Andres David Martinez
Course Title & #	CIS 101	Email	andres.martinez@imperial.edu
CRN #	---	Webpage (optional)	
Room	---	Office	813
Class Dates	---	Office Hours	Monday & Wed 3:00pm – 4:00pm Online Office Hours Forums on Blackboard
Class Days	---	Office Phone Cell/Text Phone	760-355-6126 760-554-7949
Class Times	---	Office contact if student will be out or emergency	Craig Blek
Units	3 units		

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. (C-ID BUS 140 or ITIS 120) (CSU, UC)

Student Learning Outcomes

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

1. Analyze web information sources for relevance and accuracy; and synthesize, evaluate and communicate the results, demonstrating writing competencies at the college level. (ILO1, ILO2, ILO4)
2. Describe the general characteristics of a computer system and identify types of computer hardware and software and explain their functions.(ILO1, ILO2, ILO4)
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. (ILO1, ILO2, ILO4)

Course Objectives

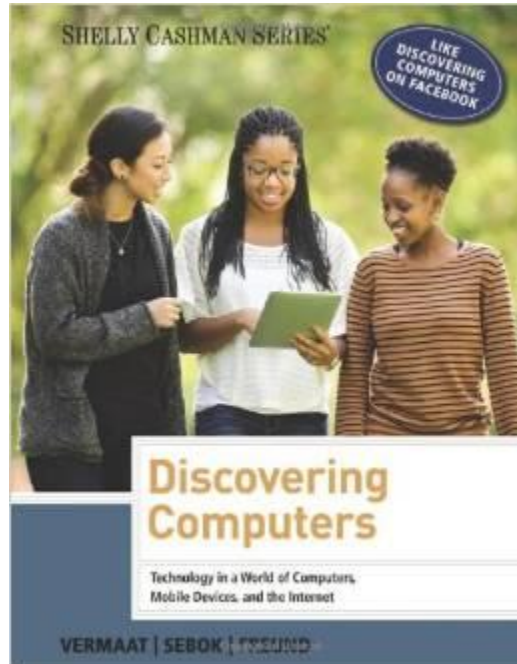
Upon satisfactory completion of the course, students will be able to:

1. recognize the impact of computers on society.
2. identify and use common types or input/output devices and discuss new technology devices.
3. be able to explain the basic functions of the central processing unit.
4. describe types and functions of operating systems and demonstrate operating system software commands.
5. be able to explain the use of various computer storage media.
6. be able to identify and describe activities involved in designing and developing computer programs.
7. demonstrate knowledge of word processing, spreadsheet and database applications.
8. explain the procedures for system analysis and the steps involved in system design.
9. explain how users transmit data over networks.

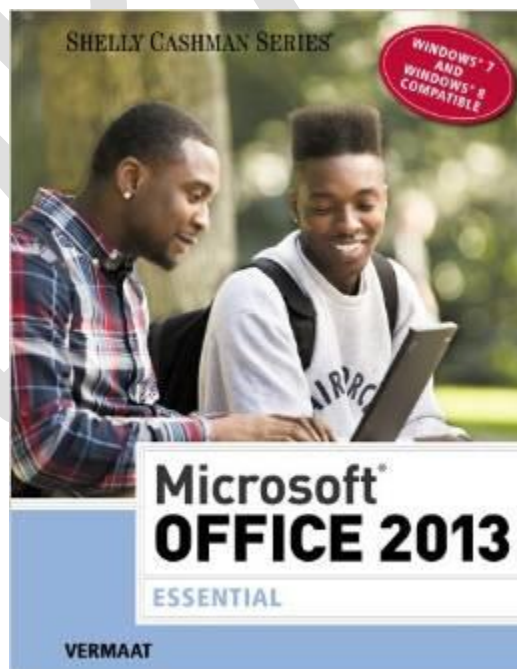
10. locate an evaluate resources available on the Internet and use E-Mail.

Textbooks & Other Resources or Links

1. Vermaat, Sebok, Freund. Shelly Cashman Series. (2014). *Discovering Computers*. Cengage Learning. ISBN: 978-1285161761



2. Vermaat. Shelly Cashman Series. (2014). *Microsoft Office 2014. Essential*. Cengage Learning. ISBN: 978-1285166117



Course Requirements and Instructional Methods

You must have access to a computer. The computer must have access to the Internet. You will also need access to a computer that has Microsoft Office installed on it (MS Word, Excel, and PowerPoint).

Course Grading Based on Course Objectives

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

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly ‘cite a source’, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more

information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:

- plagiarism
- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;
- allowing others to do an assignment or portion of an assignment
- use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6312 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Date or Week	Activity, Assignment, and/or Topic	Test
Week 1	Syllabus & Introduction Chapter 1	1
Week 2	Chapter 2	2
Week 3	Chapter 3	3

Imperial Valley College Course Syllabus – Photoshop

Week 4	Chapter 4 Office: Word Assignment	4
Week 5	Chapter 5	5
Week 6	Chapter 6	6
Week 7	Chapter 7	7
Week 8	Midterm	Midterm
Week 9	Chapter 8 Office: PowerPoint Assignment	8
Week 10	Chapter 9	9
Week 11	Chapter 10	10
Week 12	Chapter 11	11
Week 13	Chapter 12	12
Week 14	Office: Excel Assignment	13
Week 15	Review	
Week 16	Final	Final

**Workflow is subject to change.*

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