



Basic Course Information

Semester:	Winter 25	Instructor Name:	Andres David Martinez
Course Title & #:	CIS 101: Intro to CIS	Email:	Andres.martinez@imperial.edu
CRN #:	15032/15081/15234	Webpage (optional):	
Classroom:	Online	Office #:	802c
Class Dates:	1/2/25 – 1/31/25	Office Hours:	By appointment only. Zoom ID: https://us06web.zoom.us/my/busdept
Class Days:	Online	Office Phone #:	760-355-6126 Cell/Text #: 760-554-7949
Class Times:	Online	Emergency Contact:	Tisha.nelson@imperial.edu
Units:	3 units	Class Format:	Online

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. Campbell, Ciampa, Freund, Frydenberg, Sebok. Shelly Cashman Series. (2023). *Discovering Computers: Digital Technology, Data, and Devices*. Cengage Learning. ISBN: 978-0357675366.



2. OER Resources for Microsoft Office 365 assignments. These resources will be present in Canvas.
Please note: You can download Microsoft Office 365 for free from your IVC @students.imperial.edu email account. The steps to do so can be found in the Week 1 module of the course.

Course Requirements and Instructional Methods

We will be using Canvas to conduct this class online.

Logging into Canvas

- a. Go to <https://imperial.instructure.com/> and follow the login instructions to login.
- b. Once logged in, click on the course OR click on 'Courses' on the left menu and click on 'All Courses' to view your courses.
- c. Read the course syllabus.
- d. Read the document under Week 1 entitled "Week 1 Online Things to Do." This outlines exactly what you have to do and by when you have to do it for Week 1.
- e. Become familiar with the course



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 (ie. Week 1 Things To Do). Any questions you may have about the course can be posted in the ‘Ask the Instructor’ forum inside Canvas.

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
Attendance/Discussions..... 20%	60 – 69%	D
Excel, PowerPoint, and Word Assignments 20%	Below 60	F

Course Policies

- 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.
- 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.



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

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

TBA

*****Subject to change without prior notice*****