

**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



