

## CIS 101 Introduction to Information Systems (Spring 2014 Semester)

Instructor: Walid Ghanim

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**Textbooks:** Enhanced Discovering Computers, Complete. ISBN: 9781133598312  
Microsoft Office 2010 Essential Authors: Shelly/Vermaat ISBN 9780538748704

**Online Course Site:** [imperial.blackboard.com](http://imperial.blackboard.com)

Course Description: This is a college level introductory course to acquaint you with the use of computers in today's business environment. The integration and application of computer hardware, software, procedures, and systems are explored. 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.

### **Student Learning Outcomes:**

**Upon completion of this course, 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.

**Grade:** Your class grade is based on the following:

Chapter Tests	40%
Projects	40%
Final Exam	20%

### **Course Grading Scale**

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
0 – 59%	= F

Any student with a documented disability who may need educational accommodations should notify the instructor and the Disabled Student Programs and Services (DSP & S) office as soon as possible.

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

To receive full credit, work must be turned in on time. If an emergency prevents you from attending class, it is your responsibility to obtain notes from a classmate and study them for understanding. If class notes and the text do not provide sufficient explanation, please call or see the instructor during office hours. All work submitted for grading must be your own.

Class attendance and tardy policy follows the regulations in the IVC college catalog.

**Withdrawing from the course:** Maintain control of your own records. If you decide not to continue in this class, please drop the course via Webstar prior to the drop deadline. Do not automatically assume the instructor will do this for you

#### Course Schedule

Week 1 Chapter 1 Introduction 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 Output  
Week 7 Storage (exam #3)  
Week 8 Operating Systems and Utility Program  
Week 9 Communications and Network (exam #4)  
Week 10 Database Management  
Week 11 Computers and Society, Security, Privacy and Ethics (exam #5)  
Week 12 Information Systems Development  
Week 13 Programming Languages and Program Development (exam #6)  
Week 14 Enterprise Computing  
Week 15 Computer Careers and Certification (exam #7)  
Week 16 Final Exam

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