Basic Course Information

Semester	**Spring 2020**	Office	**802B**
Course Title & #	**Introduction to Information Systems CIS 101**	Office Phone #	**760-355-6428**
Units	**3**	Office Hours	**As Posted**
Instructor	**Walid Ghanim**	Email	**walid.ghanim@imperial.edu**

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. (IL01, IL02, IL04)
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. (IL01, IL02, IL04)

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

Discovering Computers 2018 ISBN: 9781337285100 Authors Vermaat, Sebok, Freund, Campbell, Frydenberg

Office 2016 OER
https://www.gcflearnfree.org/topics/office2016/

Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Chapter Tests 30%
Projects 30%
Midterm Exam 20%
Final Exam 20%

Course Grading Scale
90-100% = A
80-89% = B
70-79% = C
60-69% = D
0 – 59% = 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:

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

Additional Help

- 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.

Anticipated Class Schedule / Calendar

Week 1 Course Introduction
Week 2 Chapter 1 Computers, Devices and the Web

Week 3 Chapter 2 The Internet: Websites and Media
Week 4 Chapter 3 Computers and Mobile Devices: (exam #1)
Week 5 Chapter 4 Programs and Apps: Productivity, Graphics, Security and other tools
Week 6 Chapter 5 Digital Security, Ethics, and Privacy (exam #2)
Week 7 Chapter 6 Computing Components: Processors, Memory, the Cloud and more (exam #3)
Week 8 Midterm Exam (Chapters 1-6)
Week 9 Chapter 7 Input and Output: Extending Capabilities of Computers and Mobile Devices
Week 10 Chapter 8 Digital Storage: Preserving Content Locally and on the Cloud
Week 11 Chapter 9 Operating Systems: Managing, Coordinating, and Monitoring Resources (exam #4)
Week 12 Chapter 10 Communicating Digital Content: Wired and Wireless Networks and Devices
Week 13 Chapter 11 Building Solutions: Database, System and Application Development Tools (exam #5)
Week 14 Chapter 12 Working in the Enterprise: Systems, Certifications, and Careers
Week 15 (exam #6)
Week 16 Final Exam

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