Introduction to Information Systems CIS 101

Basic Course Information			
Semester:	**Spring**	Instructor Name:	**Walid Ghanim**
Course Title & #:	**CIS 101**	Email:	**Walid.Ghanim@imperial.edu**
CRN #:	**20074**	Webpage:	**https://www.imperial.edu/coursesand-programs/divisions/economicand-workforcedevelopment/businessdepartment/computerinformation-technology/**
Classroom:	**TBA**	Office #:	**802B**
Class Dates:	**2/13/23-6/9/23**	Office Hours:	**TBA**
Class Days:	**Online**	Office Phone #:	**760-355-6428**
Class Times:	**Online**	Emergency Contact:	**760-355-6126**
Units:	**3**	Class Format:	**Virtual**

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)

Course Prerequisite(s) and/or Corequisite(s)

None

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:

- Recognize the impact of computers on society.
- Identify and use common types or input/output devices and discuss new technology devices.
- Be able to explain the basic functions of the central processing unit.
- Describe types and functions of operating systems and demonstrate operating system software commands.
- Be able to explain the use of various computer storage media.
- Be able to identify and describe activities involved in designing and developing computer programs.
- Demonstrate knowledge of word processing, spreadsheet, and database applications.
- Explain the procedures for system analysis and the steps involved in system design.
- Explain how users transmit data over networks.
- 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

Course Requirements and Instructional Methods
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 20%

Discussion Boards 10%

Midterm 20%

Final Exam 20%

Course Grading Scale

90-100% = A

80-89% = B

70-79% = C

60-69% = D

0-59% =   F

Course Policies

- 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 absence 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.

- 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.

Other Course Information

- 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.

- 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.

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

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]

Date or Week	Activity, Assignment, and/or Topic	Tests
Week 1	Syllabus & Introduction	
Week 2	Chapter 1 Computers, Devices, and the Web	Exam 1
Week 3	Chapter 2 The Internet: Websites and Media	Exam 2
Week 4	Chapter 3 Computers and Mobile Devices	Exam 3
Week 5	Chapter 4 Programs and Apps: Productivity, Graphics, Security and other tools	Exam 4
Week 6	Chapter 5 Digital Security, Ethics, and Privacy	Exam 5
Week 7	Chapter 6 Computing Components: Processors, Memory, the Cloud and more	Exam 6
Week 8	Midterm	Midterm Exam (Chapters 1-6)
Week 9	Chapter 7 Input and Output: Extending Capabilities of Computers and Mobile Devices	Exam 7
Week 10	Chapter 8 Digital Storage: Preserving Content Locally and on the Cloud	Exam 8

Week 11	Chapter 9 Operating Systems: Managing, Coordinating, and Monitoring Resources	Exam 9
Week 12	Chapter 10 Communicating Digital Content: Wired and Wireless Networks and Devices	Exam 10
Week 13	Chapter 11 Building Solutions: Database, System and Application Development Tools	Exam 11
Week 14	Chapter 12 Working in the Enterprise: Systems, Certifications, and Careers	Exam 12
Week 15	Review	
Week 16	Final Exam	Final Exam (Chapters 1-12)

Subject to change without prior notice