



Imperial Valley College Course Syllabus

Fall 2019

CIS 101

Intro to Info Systems (CRN:10161)

Instructor:

Ramiro R. Ramos

Version 1.0

Date

August 18, 2019

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Course Information

Basic Course Information

Semester:	Fall 2019	Instructor Name:	Ramiro R. Ramos
Course Title & #:	CIS 101	Email:	ramiro.ramos@imperial.edu
CRN #:	10161	Webpage (optional):	n/a
Classroom:	801	Office:	Room 809
Class Dates:	Aug 19 – Dec 11, 2019	Office Hours:	Tuesdays 6-6:30 p.m. Room 809 Sundays 6-6:30 p.m. Online
Class Days:	Mon & Wed	Office Phone #:	n/a
Class Times:	2:40 – 4:05 p.m.	Emergency Contact Method:	Use email to contact me and I will respond ASAP
Units:	3.0		

Instructor's Mission

To ensure all students have the information needed to be successful in completing this course to include:

- A comprehensive coverage of the subject matter
- Knowledge transfer of resources available to students to ensure they meet their educational goals within a timely manner
- A safe learning environment

Instructor's Vision

By the end of this course, students should have gained the knowledge and skills outlined in the learning outcomes of this course, have enhanced critical thinking skills, and understand how this course fits into their chosen learning path towards graduating from IVC with the knowledge and skills that can transfer to real-world situations that are applicable in gainful employment.

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)

N/A

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 of 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 and evaluate resources available on the Internet and use E-Mail.

Textbooks & Other Resources or Links

1. Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg Shelly Cashman Series. (2018). *Discovering Computers 2018: Digital Technology, Data, and Devices*. Cengage Learning.
ISBN-13: 9781337285100
ISBN-10: 1337285102



1. There will also be assignments where you will need to use different software applications from the Microsoft Office Suite. As a student you are eligible for Office 365 Education for free, which includes Excel, Word, PowerPoint, and OneNote. You will need your student email address to access the applications. In your internet browser, navigate to the following site to get started:
 - a. <https://www.microsoft.com/en-us/education/products/office>
 - b. It is recommended that you access this early on in the semester so you aren't dealing with access issues when the assignment is due.

Course Requirements and Instructional Methods

The following is subject to change:

You must do the following:

- Have access to the book so you can read and complete the homework assignments and prepare for exams and quizzes.
 - You may purchase the book in the IVC bookstore or on the internet.

- You may also rent the book online from Amazon or Chegg.com
- You may also want to check with the IVC library to see if they have a copy you can access.
- Accessing the book is your responsibility.
- Access Canvas to either access or complete some of your quizzes, exams, and homework.
 - Some assignments, exams, and quizzes may be given in class or on Canvas, but you must access Canvas either way. Access Canvas early in case you run into technical difficulties, you can address them before the assignment is due.
- Participate in class and demonstrate your knowledge of the course material individually or in groups depending on assignment or in class activity.

You will learn using some, if not all of the following methods:

- In class lecture
- Audio and Visual platforms
 - Videos
 - PowerPoints
- In class assignments and lab activities
- Homework assignments
- Discussion in class and or via Canvas website
- Demonstration of different software applications including typical use cases, basic navigation, and some advanced uses cases if time permits.
- Demonstration and group activities where you will open a computer to see the insides and identify the components that make the computer function.
- Other learning methods that will fit into the class schedule and topic as needed

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

Assignments	Points breakdown	Total Points
5 Projects	60 Points each	300
12 Quizzes	120 total questions combined. Each question is worth 2.5 points (Each quiz has 10 questions and each question is worth 2.5 points each)	300
Midterm	40 questions where each question is worth 5 points each	200
Final	40 questions where each question is worth 5 points each	200
Totals:		1000

Grade

- 900 - 1000 = A
- 800 - 899 = B
- 700 - 799 = C
- 600 - 699 = D
- Below 600 = F

Guidelines

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 by the instructor.
- 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, only students enrolled in the class may attend; children are not allowed.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette:
 - (1) identify yourself
 - (2) include a subject line
 - (3) avoid sarcasm
 - (4) respect others' opinions and privacy
 - (5) acknowledge and return messages promptly
 - (6) copy with caution
 - (7) do not spam or junk mail
 - (8) be concise

- (9) use appropriate language
- (10) use appropriate emoticons (emotional icons) to help convey meaning
- (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Student Resources

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.

- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills 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 760-355-6313. Please contact them 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.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

*****Tentative, subject to change without prior notice*****

Week	Day	Date	Topic	Assignment(s)	What is due
1	Mon	8/19/2019	<ul style="list-style-type: none"> Course Syllabus Introductions 	<ul style="list-style-type: none"> Questionnaire Read Chapter 1 	
1	Wed	8/21/2019	<ul style="list-style-type: none"> Outlook One Note 	<ul style="list-style-type: none"> Outlook Project One Note Project 	<ul style="list-style-type: none"> Questionnaire
2	Mon	8/26/2019	<ul style="list-style-type: none"> Chapter 1 	<ul style="list-style-type: none"> Read Chapter 2 	
2	Wed	8/28/2019	<ul style="list-style-type: none"> Chapter 1 	<ul style="list-style-type: none"> Ch 1 Quiz 	<ul style="list-style-type: none"> Outlook Project One Note Project Ch 1 Quiz
3	Mon	9/2/2019	No Class		
3	Wed	9/4/2019	<ul style="list-style-type: none"> Microsoft Excel 	<ul style="list-style-type: none"> Excel Project 	
4	Mon	9/9/2019	<ul style="list-style-type: none"> Chapter 2 	<ul style="list-style-type: none"> Read Chapter 3 	
4	Wed	9/11/2019	<ul style="list-style-type: none"> Chapter 2 	<ul style="list-style-type: none"> Ch 2 Quiz 	<ul style="list-style-type: none"> Excel Project Ch 2 Quiz
5	Mon	9/16/2019	<ul style="list-style-type: none"> Chapter 3 	<ul style="list-style-type: none"> Read Chapter 4 	
5	Wed	9/18/2019	<ul style="list-style-type: none"> Chapter 3 	<ul style="list-style-type: none"> Ch 3 Quiz 	<ul style="list-style-type: none"> Ch 3 Quiz
6	Mon	9/23/2019	<ul style="list-style-type: none"> Chapter 4 	<ul style="list-style-type: none"> Read Chapter 5 	
6	Wed	9/25/2019	<ul style="list-style-type: none"> Chapter 4 	<ul style="list-style-type: none"> Ch 4 Quiz 	<ul style="list-style-type: none"> Ch 4 Quiz
7	Mon	9/30/2019	<ul style="list-style-type: none"> Chapter 5 	<ul style="list-style-type: none"> Read Chapter 6 	
7	Wed	10/2/2019	<ul style="list-style-type: none"> Chapter 5 	<ul style="list-style-type: none"> Ch 5 Quiz 	<ul style="list-style-type: none"> Ch 5 Quiz
8	Mon	10/7/2019	<ul style="list-style-type: none"> Chapter 6 	<ul style="list-style-type: none"> Study for midterm Ch. 1 -6 	
8	Wed	10/9/2019	<ul style="list-style-type: none"> Chapter 6 	<ul style="list-style-type: none"> Ch 6 Quiz 	<ul style="list-style-type: none"> Ch 6 Quiz

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9	Mon	10/14/2019	• Midterm Review	• Read Chapter 7	
9	Wed	10/16/2019	• Midterm		
10	Mon	10/21/2019	• Chapter 7	• Read Chapter 8	
10	Wed	10/23/2019	• Chapter 7	• Ch 7 Quiz	• Ch 7 Quiz
11	Mon	10/28/2019	• Chapter 8 • Microsoft PowerPoint	• Read Chapter 9 • PowerPoint Project	
11	Wed	10/30/2019	• Chapter 8	• Ch 8 Quiz	• Ch 8 Quiz
12	Mon	11/4/2019	• Chapter 9	• Read Chapter 10	
12	Wed	11/6/2019	• Chapter 9	• Ch 9 Quiz	• PowerPoint Project • Ch 9 Quiz
13	Mon	11/11/2019	No Class		
13	Wed	11/13/2019	• Microsoft Word	• Word project	
14	Mon	11/18/2019	Chapter 10	• Read Chapter 11 • Ch 10 Quiz	
14	Wed	11/20/2019	• Chapter 11	• Read Chapter 12 • Ch 11 Quiz	• Word project • Ch 10 Quiz
Recess	Mon	11/25/2019	No Class		
Recess	Wed	11/27/2019	No Class		
15	Mon	12/2/2019	• Chapter 12	• Study for final Ch 7 - 12	• Ch 11 Quiz
15	Wed	12/4/2019	• Chapter 12	• Ch 12 Quiz	
16	Mon	12/9/2019	Final Exam Review	• Class evaluation	• Class Evaluation • Ch 12 Quiz
16	Wed	12/11/2019	Final Exam	Congratulation! You made it!	

Important Dates

FALL SEMESTER 2019 IMPORTANT DATES AND DEADLINES

NOTE: The deadlines below are for full-term classes. Deadlines for short-term classes vary by the class.

July 8 Priority registration begins. Students may register for a maximum of 16 units during the Priority Registration period and add additional units up to 19 during Open Registration.

July 22 Registration begins for students concurrently enrolled in grades K-12

August 18 Residency determination date.

August 19 Classes begin. Beginning on first day each class meets, add authorization code from instructor required to register for that class, filled or open.

August 19 - 31 Late Registration. Beginning on first day each class meets, add authorization code from instructor required to register for that class, filled or open.

**** August 31**** Deadline to register for full-term courses.
Deadline to drop full-term classes and be eligible for a refund.
Deadline to select P/NP grading option for courses with that option (see section On Change Grading Options). Does not pertain to Non-credit Program courses.

September 2 Deadline to drop without course appearing on transcript (without receiving a W). Note: fees will be charged and no refunds given for courses dropped.

September 2 Holiday – Labor day. No classes.

September 3 Census

September 3 Ticketing for parking violations in student spaces on main campus begins. Note: tickets are issued for reserved (faculty/staff), disabled, metered, 15-minute, and no-parking spaces year around.

September 27 Deadline to make up incomplete grade granted Spring or Summer 2019.

**** November 9**** Deadline to drop full-term classes.

November 11 Holiday – Veterans Day. No classes.

November 25 – 26 No classes (Campus Open)

November 27 – 30 Holiday – Thanksgiving No classes

November 30 Deadline to submit *Petition for Graduation* for degree to be awarded for Fall 2019 and participate in Commencement. Completed petition must be received in Admissions & Records Office by this date. Students must meet with a Counselor and have an evaluation completed and petition signed before this date.

December 9 – 14 Final Exams.

December 16 – 20 No classes (Campus open)

December 23 – January 3 Winter Recess (campus closed)