CIS 101: INTRODUCTION TO INFORMATION SYSTEMS (3 Units)
Instructor: Vicki Viloria   760-791-1849
Vicki.Viloria@imperial.edu
Office 1713   Office Hours: M-Th Noon to 1 p.m.

TERM HOURS: 54 Lecture   **LETTER GRADE ONLY**

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. (CSU, UC)

Institutional Student Learning Objectives:

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.

Student Learning Outcomes

1

Analyze web information sources for relevance and accuracy; and synthesize, evaluate and communicate the results, demonstrating writing competencies at the college level.

2 Describe the general characteristics of a computer system and identify types of computer hardware and software and explain their function.

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.

TEXTBOOKS:

Enhanced Discovering Computers, Complete: Your Interactive Guide to the Digital World, 2013 Edition by Vermaat
Microsoft Office 2010 Essentials by Shelly / Vermaat

BACKUP:

Bring a flash drive to class for backing up your work or sign up for SkyDrive Appendix C

GRADING:

Exams* (Need Scantron)	(3 x 10%)	30%	*Make up BEFORE next class
Quizzes (No makeups)	(10 x 1%)	10%	**Grading Scale is as follows:**
Final Exam (Need Scantron)		20%	90 - 100% A
Class Participation (Ethical Issues)		10%	80 - 89% B
Assignments	(4 x 5%)	20%	70 - 79% C
Power Point Presentation		10%	60 - 69% D

CHEATING:

The student's submitted work, examinations, reports, and projects must be that of the student's own work. You are guilty of cheating if you:

1. Turn in 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.

You must use your own fingers on the keyboard and mouse in completing assignments.

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services office as soon as possible. Room 2117, Health Sciences Bldg., 760 355-6312.

CIS 101 (Course #20540)
Introduction to Information Systems
Tuesday / Thursday 8:35 a.m. - 10:00 a.m.
Spring 2013 Timeline

Week	Date	Chapter	Topic	Quiz	Assignment
1	15-Jan		Course Overview		
	17-Jan	1	Introduction to Computers		
2	22-Jan	1	Introduction to Computers		
	24-Jan	2	The Internet and the WWW	Chap 1	
3	29-Jan	2	The Internet and the WWW	Chap 2	
	31-Jan	3	Application Software		Word (5%)
4	5-Feb	3	Application Software	Chap 3	
	7-Feb	4	The Components of the System Unit		
5	12-Feb	4	The Components of the System Unit	Chap 4	
	14-Feb		Review Chapters 2 - 4		
6	19-Feb		**Exam Chapters 2 - 4 (10%)**		
	21-Feb		Assign Power Point Presentations		Power Point (5%)
7	26-Feb	10	Database Management		
	28-Feb			Chap 10	
8	5-Mar	8	Operating Systems & Utility Programs		
	7-Mar			Chap 8	
9	12-Mar	9	Communications & Networks		
	14-Mar			Chap 9	
10	19-Mar		Review Chapters 8 -10		
	21-Mar				Database (5%)
11	26-Mar		**Exam Chapters 8 - 10 (10%)**		
	28-Mar	7	Storage		
	2-Apr		**NO CLASS**		
	4-Apr		**SPRING BREAK**		
12	9-Apr	5 & 6	Input & Output	Chap 7	PP (10%)
	11-Apr				Presentation
13	16-Apr		Overview Chapters 5 - 6		
	18-Apr	7	Storage	Chap 5&6	
14	23-Apr		Review Chapters 5 - 7		
	25-Apr		**Exam Chapters 5 - 7 (10%)**		
15	30-Apr		Review for Final Exam		Excel (5%)
	2-May				
16	7-May		**Final Exam (20%)**		