

CIS 101
Introduction to Computer Information Systems
3 Units of Credit

COURSE SYLLABUS
Andres David Martinez, Instructor

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.

COURSE OBJECTIVES:

- ❑ Describe the general characteristics of a computer system
- ❑ Identify types of computer hardware and software and explain their function
- ❑ Demonstrate the use of current business software applications, including word processing, spreadsheet, presentation, database software, as well as Internet applications
- ❑ Manage and organize files and use data storage devices

STUDENT LEARNING OUTCOMES

Institutional Student Learning Outcomes: 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. In this class, these learning outcomes are assessed with the following assignments:

Web Evaluation Assignment

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

Midterm and Final Exams

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

Microsoft Office Assignments

Demonstrate the use of a word processor, spreadsheet, and database application program; manage and organize files; and use data storage devices.

TEXTBOOKS REQUIRED:

The books required for this course are bundled together at the IVC bookstore.

1. *Discovering Computers Complete*. Shelly/Vermaat . 2012. Text comes with an accompanying web site where you can access additional information on topics covered in the book as well interactive exercises to help you review for tests. **ISBN-13: 978-1-285-08283-7**
2. *Microsoft Office 2010, Essential*, Shelly Cashman Series. This text gives you the instructions for the PowerPoint, Excel, and Access assignments required for this course. It also gives you the basics for using these Microsoft Office applications and for using Word. **ISBN-13: 978-0-538-74870-4**

SOFTWARE APPLICATIONS REQUIRED

- Access to a computer that is connected to the Internet, which will require Internet Explorer or another browser
- Email program and an email account.
- 2010 Word, Excel, Access, PowerPoint software applications for assignments. **All these programs are available to you in the Business Division Lab, which has been moved to Room 2610.**

Hardware Required

- USB thumbdrive is recommended to save your work.

Grading

		Grading Scale	
Tests	10%	90 – 100%	A
Midterm	25%	80 – 89%	B
Final Exam	25%	70 – 79%	C
Class Participation/Attendance.....	20%	60 – 69%	D
Excel, PowerPoint, and Word Assignments	20%	Below 60	F

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. You shall be guilty of cheating if you:

1. Submit 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

If a student is unclear about whether a particular situation may constitute cheating, the student should email me to discuss the situation.

Contacting your Instructor

If you have any questions or concerns about the course, please contact me **right away**. Private Message, Text, or Email is the best way to contact me.

E-mail

Andres.martinez@imperial.edu

I usually respond to e-mail within 24 - 48 hours. Be sure you check your junk mail folders if you do not get a response from me. **Always Use your Last NameFirstName_CIS101 as the subject line when you send me email.**

Office

Library 308

Phone (760) 355.6126

Voice mail checked daily, Monday through Friday

Cell Phone

Text me at 760.554.7949

*please include your name when you text

Need for Assistance

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made. You should also meet with the Disabled Student Programs & Services support staff and counselors.

I have made every effort to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem accessing any portion of this course, please contact me immediately

