Cerritos College

FALL 2012   CIS 101   Section 20714

Introduction to Computer Information Systems
Instructor   Masoud Alavian   Phone   (562) 860-2451   Ext. 2185
Office       Library /LC50   Email   alavian@cerritos.edu
Web   www.cerritos.edu/malavian

Ticket # 20714 Lecture -- Wednesdays 7:00pm – 10:00pm in TE 12
Ticket # 22563 Laboratory-- Wednesdays 6:00pm -- 7:00pm in LA3

Text:
The required materials are an access code to MyITLab and the books. Choose only
one of these options:

- Generic MyITLab Office 2010 plus eText (no printed books) at
  http://www.myitlab.com. This option is all electronic and least expensive. To
  receive the books would require additional $35 per book.
- Value Pack: MyITLab access code plus printed books at the Cerritos College
  Bookstore ---$158.25. This option gives you the MyITLab access code and 3
  books ( 1 lecture book and 2 lab books.)
  - Computers Are Your Future: 12th Edition by Catherine LaBerta
  - Go! With Microsoft Windows 7, Introductory by Gaskin and Ferrett
  - Go! With Microsoft Office 2010, Volume 1 by Shelly Gaskin, et. al.

After purchasing your code online or your package from the bookstore use the access code
inside for registering with MyITLab. Immediately after Please enroll in course ID: CRSAB8D-
845336. It confirms with: Fall 2012 CIS 101 Intro. Computer Info Systems class
20714 Masoud Alavian.

This web site is where you log in to view your course videos, do Skills Based Trainings, take
End-Of-Chapter Quizzes and do Skills Based Exams. Most announcements are made on this
portal. The other times We may use Talonnet for communications, postings.

Student Companion Web Site:  WWW.pearsonhighered.com/go
This interactive web site provides you with:

- Online Study Guide
- Glossary
- Student Data Files
Course Description:
This course provides the student with the essential knowledge required for a well-rounded understanding of the use of the computer as a tool to produce useful information in small and large organizational environments. The course allows the student to achieve an understanding of computer technology, computer hardware, computer software, and how computers can be used to produce meaningful information. The student will solve applied problems in spreadsheet preparation and analysis using Microsoft EXCEL and will be introduced to basic operational concepts in database programming using Access, in creating and editing text in Word, and be introduced to presentation graphics using PowerPoint.
Transfer Credit: CSU; UC*
*UC credit limits may apply. CIS 101 and 102 combined: maximum credit, one course

Student Learning Outcome
- Students will be able to create an organized set of folders, and successfully copy, move, delete, and rename folders and files according to a model assigned by the instructor.
- Students will be able to create a letter or a resume in a word processing software that contains text, graphics, and bullet points
- Students will be able to create a database, enter data in to tables, and create simple forms using a relational database management program
- Students will be able to create and format a worksheet using a spreadsheet program

Course Objective:
- To gain essential knowledge required for a well-rounded understanding of the use of the computer as a tool in small and large business environments
- To achieve an understanding of computer technology, hardware, software and how computers can be used to produce meaningful information
- To solve problems in spreadsheet preparation and analysis using Microsoft Excel
- To solve problems in database management using Microsoft Access

Required Material:
- Access to a computer with internet connection
- Windows 7 Operating System, Microsoft Office 2010 Professional and internet Explorer 8.0 or higher
- 1 or 2 USB Drive for data storage, Personal head set
- Email account

Please make sure your system is up and running. Your window is version 7 and your Microsoft Office is version 2010. If you need to upgrade either your operating system or your Microsoft Office software you could receive a considerable educational discount by purchasing them online from www.collegebuys.org. They need to confirm you are a student. You may scan your student ID and attach the file to your purchase request. If funds are limited you may also download a free trial version of Microsoft Office 2010 to do your class work.

On-Campus Computer Access:
- Computer Labs in Liberal Arts Building LA3-LA6
- Library Open Computer Lab - LC40

Note that you may use LA3-LA6 Labs during open hours. There are times classes are using those labs and it requires instructor permission. The Library Lab is always an open lab and you are welcome to utilize it. It is open from 7:30 am to 9:00 pm every day except Friday that it closes at 3:00pm. My office LC50 is located inside the main lab. You may find me on the floor, or helping other students or behind the counter.
Attendance:
Your in class presence and contribution is an integral part of this class. Since we meet once a week it is absolutely crucial that you attend all of the class sessions. Three absences would cause you to be dropped from the class. Fulfilling any part of the coursework during the week is instrumental for achieving an excellent grade. There are many different ways I can keep track of your work. When you watch a training video in MyITLab, it stamps it and records time and date. Similarly, if you complete a quiz or any other activity it counts as a positive performance in the course. Sending an email to me or participating in Talonnet also does the same thing. If you miss working on your class for a week it counts as an absence, please contact me by email explaining your situation and check Talonnet and MyITLab for missed assignments.

Homework:
Reading assignments are as important as your lab projects. Understanding concepts and procedures make your computer projects easier to accomplish and enjoyable. The assignments and due dates are announced through Talonnet and web based MyITLab system. Projects have due dates. Complete points are earned by completing them prior or until 11:59pm on due date. Weekly lab assignments through MyITLab complement your reading assignments. Each chapter has training exercises and you are welcome to do them either in the lab or at home. YOU MUST complete skill-based tests and end-of-chapter quizzes at home and not in the lab since other students can contribute and that is cheating.

Exams:
Each chapter of the concept book ,Computers Are Your Future (CAYF), has an End-Of-Chapter Quiz and is taken using MyITLab. There are Skill Based exams also. There is a Comprehensive Final Exam at the end of course covering chapters 1 through 13 of the concept book (CAYF).

Academic Honesty / Dishonesty:
Please do your own work. There is no learning taking place when you copy someone else’s work. There are negative consequences if you do and you can read about that policy in the catalogue located at www.cerritos.edu. The college has an extensive coverage in its policies and catalog on academic violations. Please stay clear and do your own honest work.

Please make sure you have your computer, notebook, Internet connection, code for myitlab, and access to college computer system checked and any problem that arises should be taken care of as early as possible. If you use a computer in the labs you need to login with student ID number (7digits and if necessary add a leading zero) and your birthday MMDDYY.
Below is the test, reading, and assignment schedule. Chapters 1 - 9, 11 - 13 are in the Computers Are Your Future book. The Windows, Office, Word, Excel, Access, and PowerPoint chapters are in your Go lab books.

**Reading a chapter involves reading the book, watching any video assigned and reviewing the power point presentation for that chapter. They will be assigned to you in MyITLab.**

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>READ</th>
<th>TOPIC</th>
<th>LAB ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first class</td>
<td>Syllabus on TalonNet</td>
<td>Purchase MyITLab, software update if you need Prior to First Class</td>
<td></td>
</tr>
<tr>
<td>8/22</td>
<td>Chapter 1 CAYF</td>
<td>About This Course &amp; myitlab Computers and You</td>
<td>End-Of-Chapter Quiz Chapter 1</td>
</tr>
<tr>
<td>8/29</td>
<td>Chapter 2</td>
<td>Inside the System Unit</td>
<td>EOC Quiz Chapter 2</td>
</tr>
<tr>
<td>9/5</td>
<td>Chapter 3</td>
<td>Input/Output and Storage</td>
<td>EOC Quiz Chapter 3</td>
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<tr>
<td>9/12</td>
<td>Windows 1 &amp; 2</td>
<td>Windows Test #1 Chapters 1,2,3</td>
<td>Skill Based Exam Windows 1 and 2</td>
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<tr>
<td>9/19</td>
<td>Chapter 4</td>
<td>System Software</td>
<td>EOC Quiz Chapter 4</td>
</tr>
<tr>
<td>9/26</td>
<td>Office Common Features Word 1</td>
<td>Using the Common Features of MS Office 2010 Creating Documents with MS Word 2010</td>
<td>Skill Based Exam</td>
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<tr>
<td>10/3</td>
<td>Chapter 5 Word 3</td>
<td>Application Software: Tools for Productivity Project 3A Creating a Research Paper</td>
<td>EOC Quiz Chapter 5 Word 1 Grader Project</td>
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<tr>
<td>10/10</td>
<td>Chapter 6 PowerPoint 1</td>
<td>The Internet and the World Wide Web Getting Started with MS PowerPoint</td>
<td>EOC Quiz Chapter 6 Word 2 Grader Project</td>
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<tr>
<td>10/17</td>
<td>Access 1</td>
<td>Getting Started with Access Databases Test #2, Chapters 4,5,6</td>
<td>PowerPoint 1 Skill Based Exam</td>
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<tr>
<td>10/24</td>
<td>Chapter 7 Access 2</td>
<td>Networks: Communicating and Sharing Resources Sort and Query a Database</td>
<td>EOC Quiz Chapter 7 Access 1 Skill Based Exam</td>
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<tr>
<td>10/31</td>
<td>Chapter 8 Excel 1</td>
<td>Wired and Wireless Communications Creating a Worksheet and Charting Data</td>
<td>EOC Quiz Chapter 8 Access 2 Skill Based Exam</td>
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<tr>
<td>11/7</td>
<td>Chapter 9 Excel 2</td>
<td>Privacy, Crime, and Security Using Functions, Creating Tables, and Managing Large Workbooks</td>
<td>EOC Quiz Chapter 9 Excel 1 Skill Based Exam</td>
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<tr>
<td>11/14</td>
<td>Excel 3</td>
<td>Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools Test #3 Chapters 7,8,9</td>
<td>Excel 2 Skill Based Exam</td>
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<tr>
<td>11/21</td>
<td>Excel 4</td>
<td>Use Financial and Lookup Functions, Define Names, and Validate Data</td>
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<tr>
<td>11/28</td>
<td>Chapter 11</td>
<td>Programming Languages and Program Development</td>
<td>EOC Quiz Chapter 11</td>
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<td>12/5</td>
<td>Chapter 12</td>
<td>Databases and Information Systems</td>
<td>EOC Quiz Chapter 12</td>
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<tr>
<td>12/12</td>
<td>Chapter 13</td>
<td>Systems Analysis and Design</td>
<td>EOC Quiz Chapter 13</td>
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<tr>
<td>12/19</td>
<td></td>
<td></td>
<td>FINAL EXAM, Chapters 11 -13</td>
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Total points and percentages for the course is shown below:

<table>
<thead>
<tr>
<th>Title</th>
<th>Points</th>
<th>% of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers Are Your Future – End-Of-Chapter</td>
<td>2000</td>
<td>30</td>
</tr>
<tr>
<td>GO! Windows 7</td>
<td>1000</td>
<td>10</td>
</tr>
<tr>
<td>GO! Office 2010! Word 2010 and Common Features</td>
<td>600</td>
<td>6</td>
</tr>
<tr>
<td>Powerpoint 1 and 2</td>
<td>200</td>
<td>4</td>
</tr>
<tr>
<td>Excel 1,2,3, and 4</td>
<td>800</td>
<td>8</td>
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<tr>
<td>Access 1</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
<td>40</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>5400</strong></td>
<td><strong>100</strong></td>
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</tbody>
</table>

**Grading Scale:**
- 90% of total points = A
- 80% of total points = B
- 70% of total points = C
- 60% of total points = D
- <60% of total points = F