Cerritos College

SPRING 2013  CIS 101 (Hybrid)  Section 20766

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 # 20766  Lecture --  Tu and TH 5:30pm –7:00pm in TE 12
Ticket #  Laboratory--  Tuesday 7:00pm -- 8:00pm 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.)

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: CRSABEG-851981. It confirms with: Spring 2013 CIS 101 Intro. Computer Info Systems class 20766 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 define the terms information processing, data, and information
- 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 database management program
- Students will be able to create and format a worksheet using a spreadsheet program
- Students will demonstrate the ability to create, edit, and launch a simple graphics presentation using a presentation management system

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 3:00 pm. 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 11:59 pm 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</td>
<td>Syllabus on</td>
<td>Purchase MyITLab, software update if you need</td>
<td>End-Of-Chapter Quiz</td>
</tr>
<tr>
<td>first class</td>
<td>TalonNet</td>
<td>Prior to First Class</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>1/15, 1/17</td>
<td>Chapter 1</td>
<td>About This Course &amp; myitlab Computers and You</td>
<td>EOC Quiz Chapter 2</td>
</tr>
<tr>
<td>1/22, 1/24</td>
<td>Chapter 2</td>
<td>Inside the System Unit</td>
<td>EOC Quiz Chapter 3</td>
</tr>
<tr>
<td>1/29, 1/31</td>
<td>Chapter 3</td>
<td>Input/Output and Storage</td>
<td>Skill Based Exam</td>
</tr>
<tr>
<td>2/5</td>
<td>Windows 1 &amp;</td>
<td>Windows</td>
<td>Windows 1 and 2</td>
</tr>
<tr>
<td>2/7</td>
<td>2</td>
<td>Test #1 Chapters 1,2,3</td>
<td>EOC Quiz Chapter 4</td>
</tr>
<tr>
<td>2/12, 2/14</td>
<td>Chapter 4</td>
<td>System Software</td>
<td></td>
</tr>
<tr>
<td>2/19, 2/21</td>
<td>Office Common Features Word 1</td>
<td>Using the Common Features</td>
<td>Skill Based Exam</td>
</tr>
<tr>
<td>2/26, 2/28</td>
<td>Chapter 5</td>
<td>Application Software: Tools for Productivity Project 3A Creating a Research Paper</td>
<td>EOC Quiz Chapter 5 Word 1 Grader Project</td>
</tr>
<tr>
<td>3/5, 3/7</td>
<td>Chapter 6</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>
</tr>
<tr>
<td>3/12, 3/14</td>
<td>Access 1</td>
<td>Getting Started with Access Databases</td>
<td>Word 3 Grader Project Exam</td>
</tr>
<tr>
<td>3/19, 3/21</td>
<td>Chapter 7</td>
<td>Networks: Communicating and Sharing Resources Sort and Query a Database</td>
<td>EOC Quiz Chapter 7 Powerpoint 1 Skill Based Exam</td>
</tr>
<tr>
<td>3/26, 3/28</td>
<td>Access 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/2, 4/4</td>
<td>Chapter 8</td>
<td>Wired and Wireless Communications Creating a Worksheet and Charting Data</td>
<td>EOC Quiz Chapter 8 Powerpoint 2 skill Based</td>
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<tr>
<td>4/9, 4/11</td>
<td>Chapter 9</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>4/16</td>
<td>Excel 2</td>
<td>Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</td>
<td>Excel 2 Skill Based Exam</td>
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<tr>
<td>4/18</td>
<td>Excel 3</td>
<td>Test #3 Chapters 7,8,9</td>
<td></td>
</tr>
<tr>
<td>4/23, 4/25</td>
<td>Excel 4</td>
<td>Use Financial and Lookup Functions, Define Names, and Validate Data</td>
<td>Excel 3 Skill Based Exam</td>
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<tr>
<td>4/30, 5/2</td>
<td>Chapter 11</td>
<td>Programming Languages and Program Development</td>
<td>EOC Quiz Chapter 11 Excel 4 skill Bases Exam</td>
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<tr>
<td>5/7, 5/9</td>
<td>Chapter 12</td>
<td>Databases and Information Systems</td>
<td>EOC Quiz Chapter 12 Access 1 skill Bases Exam</td>
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<tr>
<td>5/14, 5/16</td>
<td>Chapter 13</td>
<td>Systems Analysis and Design</td>
<td>EOC Quiz Chapter 13</td>
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<tr>
<td>5/21</td>
<td>Tu. 6 to 8 PM</td>
<td>FINAL EXAM, Chapters 11 -13</td>
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NOTE: CIS Labs are closed during final exams.
Library Computer Lab – LC40 is open during the final exams.
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>
</tr>
<tr>
<td>Access 1</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>Final Exam</td>
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<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5400</strong></td>
<td><strong>100</strong></td>
</tr>
</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