Cerritos College

FALL 2011
CIS 101

Introduction to Computer Information Systems

Instructor  Masoud Alavian         Phone  (562) 860-2451  Ext. 2185
Office     Library / LC123         Email  malavian@cerritos.edu
Web        www.cerritos.edu/malavian

Ticket #20763 Lecture – Wednesdays 7:00 pm – 10:00 pm in BE4
         Plus
         One hour of Laboratory Wednesdays 6:00 pm – 7:00 pm 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 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).

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

- 75% of the students in the class 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.

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 Operating System, Microsoft Office 2010 Professional and internet Explorer
- 1 or 2 USB Drive for data storage, Personal head set
- Email account

On-Campus Computer Access:

- Computer Labs in Liberal Arts Building LA3-LA6
- Library Open Computer Lab - LC40

Attendance:

Your attendance 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.

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 system. Projects have due dates. Complete points are earned by completing them prior or until the due date.

Exams:

There will not be any make up exam. If you must take an exam earlier prior approval is necessary.

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.
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

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.

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>READ</th>
<th>TOPIC</th>
<th>LAB ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/17</td>
<td>Chapter 1</td>
<td>About This Course &amp; myitlab Computers and You</td>
<td></td>
</tr>
<tr>
<td>8/24</td>
<td>Chapter 2</td>
<td>Inside the System Unit</td>
<td></td>
</tr>
<tr>
<td>8/31</td>
<td>Chapter 3</td>
<td>Input/Output and Storage</td>
<td></td>
</tr>
<tr>
<td>9/7</td>
<td>Windows 1 &amp; 2</td>
<td>Test #1, Chapters 1 - 3 Windows</td>
<td></td>
</tr>
<tr>
<td>9/14</td>
<td>Chapter 4</td>
<td>System Software</td>
<td></td>
</tr>
<tr>
<td>9/21</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></td>
</tr>
<tr>
<td>9/28</td>
<td>Chapter 5 Word 3</td>
<td>Application Software: Tools for Productivity Project 3A Creating a Research Paper</td>
<td></td>
</tr>
<tr>
<td>10/5</td>
<td>Chapter 6 PowerPoint 1</td>
<td>The Internet and the World Wide Web Getting Started with MS PowerPoint</td>
<td></td>
</tr>
<tr>
<td>10/12</td>
<td>Access 1</td>
<td>Test #2, Chapters 4 - 6 Getting Started with Access Databases</td>
<td></td>
</tr>
<tr>
<td>10/19</td>
<td>Chapter 7 Access 2</td>
<td>Networks: Communicating and Sharing Resources Sort and Query a Database</td>
<td></td>
</tr>
<tr>
<td>10/26</td>
<td>Chapter 8 Excel 1</td>
<td>Wired and Wireless Communications Creating a Worksheet and Charting Data</td>
<td></td>
</tr>
<tr>
<td>11/2</td>
<td>Chapter 9 Excel 2</td>
<td>Privacy, Crime, and Security Using Functions, Creating Tables, and Managing Large Workbooks</td>
<td></td>
</tr>
<tr>
<td>11/9</td>
<td>Excel 3</td>
<td>Test #3, Chapters 7 - 9 Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</td>
<td></td>
</tr>
<tr>
<td>11/16</td>
<td>Excel 4</td>
<td>Use Financial and Lookup Functions, Define Names, and Validate Data</td>
<td></td>
</tr>
<tr>
<td>11/23</td>
<td>Chapter 12</td>
<td>Programming Languages and Program Development</td>
<td></td>
</tr>
<tr>
<td>11/30</td>
<td>Chapter 12</td>
<td>Databases and Information Systems</td>
<td></td>
</tr>
<tr>
<td>12/7</td>
<td>Chapter 13</td>
<td>Systems Analysis and Design</td>
<td></td>
</tr>
<tr>
<td>12/14 at 7:00 PM</td>
<td>FINAL EXAM, Chapters 11 - 13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note:
CIS labs are closed during final exams.
Library Computer Lab – LC40 is open until the last day of finals.