Oxnard College

Computer Information Systems Department

CIS R100 – Introduction to Information Systems

Instructor: Dr. Diane Eberhardy

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Office Hours: By appointment

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**Required Textbook:** *Discovering Computers Complete, 2016* Authors: Vermaat, Sebok, Freund, Campbell, & Frydenberg. ISBN: 978-1-305-39185-7.

**Course Description**: This course is a comprehensive introduction to computer technology and information systems and the relationship to business and society. Students will be introduced to computer systems, hardware, software, the Internet and WWW, e-commerce, networking, programming languages, database management systems, and business software used to support business processes and decision-making activities.

**Student Learning Outcomes**

1) Use business productivity tools (spreadsheet, database) or custom programs to solve business problems.

2) Describe how the system development life cycle is used in building an information system to solve business problems.

3) Describe the ethical and social implications of using information technology within the context of the information systems industry.

4) Know the components and functions for computer systems, both hardware and software.

**Course Requirement**

You are required to log in to the class Canvas site 2 to 3 times per week to read the class news and complete assignments (3.5 hrs. a week). You will be dropped if you to fail to actively participate in the class by submitting all required work by the due dates.

The class “Virtual Office” forum located under Discussion link is the official method of communication for this class. This forum is to be used for general class material questions. If you know the answer to a student’s posting you may post it. If you have a private matter, please email me at deberhardy@vcccd.edu

You must contact me as soon as possible if you are having difficulties completing the assignments. Remember I want you to succeed. I am here to help you.

If you withdrawal from our class - it is your responsibility to drop the class by filling out the proper forms. Contact OC Admissions Office if you have questions.

The Educational Assistance Center (EAC) offers support services to insure inclusion, integration and full participation of people with disabilities. Please contact the EAC at 805-678-5800 for assistance.

**Academic Integrity**

All work submitted in this class is to be that of the enrolled student. Submitting someone else’s work as you own is considered cheating. Cheating is a serious offense. Anyone found cheating on a quiz/exam or other assigned work will immediately receive a ZERO and the incident will be reported to the Dean for further disciplinary action.

**Attendance**

The Attendance Policy from the Oxnard College Catalog states:

“All students admitted to OC are expected to attend classes regularly, because continuity of attendance is necessary to both individual and group progress in any class.

Absence for any reason does not relieve the student from the responsibility of completing all class requirements.

**Assignments**

Most class assignments are due on **Sundays by 11:30pm** in accordance with the due dates listed on the Discussion or Assignment links in Canvas. If I change the due date of an assignment, I will issue a class announcement and send an email stating the new due date. Technology difficulties do occur but are not a valid excuse for late work. Plan a head. Do not wait until the last minute to submit your work. All assignments must be posted to our virtual classroom – via Canvas. Do not send assignments via email to me.

For each Chapter you are required to do the following:

Read the chapters in your textbook.

Watch the Chapter PowerPoint presentation located under the Modulelink**.**

Complete the Discussion question under the Discussion. These Discussion questions have Due Dates! Each Discussion question will open on Sunday night and close the following Sunday night at 11:30pm. So plan well.

There will be assignments using Excel and MS Access. These are project based assignments. Specific instructions for all assignments, projects and quizzes/exams will be provided in class and via Canvas.

\*\*No Late Discussions/quizzes/final will be accepted\*\* Do not ask. Plan your time well.

Watch Your Due Dates!

**Quizzes and Exam Policy**

Quizzes/exams cover material from the class textbook and the instructor supplemental material. The chapter quizzes will consist of 15 questions and can include multiple choice, T/F and matching questions. You have 60 minutes to complete each chapter quiz. You may use your textbook for your quizzes. You are only allowed one attempt. Review grading rubric for chapter discussion questions. All grades will be posted on our virtual classroom under Grades link.

Evaluation: Quizzes 1 @ 10

2 @ 15pts each

Discussion Questions 13 @ 5 pts each

Other Assignments 1 @ 10 pts

Final Exam 1 @ 40

Total Points 155

Final Grade Points: A = 155-140, B = 139-124, C=123-107, D=106-93, F<93

Course Introduction

Chpt 1 - Computers, Devices, and the Web

Chpt 2 - The Internet, Websites, & Media

Chpt 3 – Computers and Mobile Devices

Chpt 4 - Programs, and Apps

Chpt 5 - Digital Security, Ethics, and Privacy

Chpt 6 - Processors, Memory, the Cloud

Chpt 7 – Input and Output

Chpt 8 – Digital Storage

Chpt 9 - Operating systems

Chpt 10 – Communicating Digital Content

Chpt 11 - Database, System, and Application

Chpt 12 – Working in the Enterprise

Final Exam - Cumulative

I reserve the right to make changes to this syllabus if doing so benefits the educational experience of the class. *Dr. Eberhardy*