College of DuPage
Spring 2020 Burrows

Course Syllabus

Computer Information System
Course Title: Introduction to Informatics, CIS1110-001 01/21/20-05/12/20 Tu 9:00-11:50 AM
Semester Credit Hours: 2 Clinical Hours: 0 Lecture Hours: 2 Lab Hours: 1 Room SCC 113

Course description to appear in catalog:
Prepares students for technological challenges prevalent in professions where human interaction is combined with information science, ethics, privacy, security, information processing, communication software, productivity software, and the transformation of data to information for decision making. Repeatable for credit.
No Pre-Enrollment Criteria.

General Course Objectives:
Upon successful completion of the course the student should be able to do the following:

1. Describe components of Information Systems
2. Differentiate major hardware components
3. Use productivity tools, e.g. word processor, spreadsheet, database, presentation software, and communication applications
4. Describe features and characteristics of databases
5. Identify widely used decision support software in various professions
6. Discuss concepts of data analytics
7. Describe social and ethical impact on Information Technology (IT)
8. Discuss impact of security and privacy in information use
9. Demonstrate use of major programming language
10. Describe programming development life cycle
11. Demonstrate use of search tools on multiple platforms
12. Describe network technology
13. Explain Information Life Cycle

Topical Outline:

1. Information Systems
2. Productivity tools
3. Hardware and software components
4. File management and maintenance
5. Search engines and subject directories
6. Databases
7. Data analytics
8. Networks
9. Ethical issues

10. Security and privacy
11. Program development life cycle
12. Information life cycle

Textbook:
Computing Essentials 2017 Complete Edition by O'Leary. McGraw Hill.
ISBN 9781259563652

Course Requirements
Student Responsibilities: Active participation is essential if students are to receive maximum benefit from the course. Participation requires preparation including completion of reading, hands-on exercises, assignments, and assessments by the due dates. All due dates will be mentioned in the course syllabus and the class blackboard. Students are responsible to submit all work on or before the due dates. It is the students' benefit to use their time wisely whether in preparation for the course work. When students are in any COD lab environment, they should abide by the college policies. Questions, comments and suggestions are welcome.

Tests and make-up policy: All Assessments assigned per chapter are considered as tests. No retakes of tests are allowed. It is mandatory that students read the course material before taking any of the course assignment, assessment, and hands-on exercises.

Assignments (Including Assessments and Hands-on Exercises): It is extremely critical that students complete all the assignments on time. Past experience has shown that students that were behind on their assignments never caught up. Late assignments are not acceptable. Once the due date is past, the class blackboard will no longer accepts late assignments. The instructor will not accept bulk assignments. Students may submit assignments early. Submitting assignments in the order assigned will ensure progression according to academic design of the course.

E-mail: Every attempt will be made to answer e-mail on a daily basis. When sending e-mails please indicate clearly the problem or concern you are having, your name and course enrolled. All communications and e-mail will be through the COD email and blackboard.

Academic policy: Any violation of COD policies regarding academic honesty and/or integrity will be referred automatically to the appropriate college authorities for disposition. Please see appropriate pages in the college catalog for definitions and regulations. The minimum penalty for cheating will be a zero for all parties involved on that test, assignment, hands-on exercise, or assessment.

Withdrawal policy: **Missing three or more assignments, assessments and/or hands-on exercises before mid-semester without instructor notification will result in the student withdrawn from the class for Non-Pursuit of the course objectives**. No longer participating a class does not constitute an automatic withdrawal. **All withdrawals must be done on or before Friday April 10th 2020.** When the withdrawal date is past, you will no longer be allowed to drop the course.

General notes: In addition to complying with the above requirements, the rules and policies of COD contained in the catalog and other COD materials, you should have your own objectives for completing the class , you should pursue your own objectives the class in Most students sign up for courses with the best intentions. If you are experiencing course/collage related problems, please feel free to talk to the instructor before a crisis develops so that we can resolve them in a manner beneficial to all parties involved.

Grading and Evaluation Criteria

Method of student's evaluation is based on the accumulation of points on Assignments, Assessments, and Hands-on Exercises. The grading distribution is as following:

A – 90% and up
B – 80 to < 90
C – 70 to < 80
D – 60 to < 70
F – 59 below
Pass/Fail Grade >= 70%
Incomplete grade is not allowed.

Tentative Course Outline

Week	Topics	Chapter(s) to be read and tests and assignments due
1/21/20	What is Informatics?	On Internet
1/28/20	Information Technology, the Internet, and You.	Chapter 1/Test 1/Intro assignment assign #1
2/04/20	The Internet, the Web, and Electronic Commerce	Chapter 2 /Test 2/assign #2 My Objectives due
2/11/20	Application Software. Using Microsoft Word Tool.	Chapter 3, Video /Test 3/assign #3
2/18/20	System Software. Using Word	Chapter 4 /Test 4/assign #4 using Word Resume
2/25/20	The System Unit.	Chapter 5 /Test 5/assign #5
3/3/20	Input and Output.	Chapter 6 Test 6/assign #6
3/10/20	Secondary Storage	Chapter 7 Test #7 assign #7
3/17/20	Communication and Networks.	Chapter 8/ Test 8 /assign #8
3/24/20	Using Power Point Presentation.	Lecture Video
3/31/20	SPRING BREAK	Enjoy
4/7/20	Privacy, Security, and Ethics. Using PowerPoint	Chapter 9 Test 9/assign #9
4/14/20	Information Systems.	Chapter 10/Test 10/Using PPT for a presentation and Assign #9 due
4/21/20	Databases. Using Microsoft Excel	Chapter 11 /Test 11/assign #11 due
4/28/20	System Analysis and Design. Using Microsoft Excel.	Chapter 12 /Test 12/assign #12 due
5/5/20	Programming and Languages.	Chapter 13 /Test 13/ assign #13 due
5/12//20	Help Finish last homeworks	Excel for a budget due
NOTE	Assignments, Assessments, and Hands-on Exercises will be available on the class blackboard.	

Course Expectations

1. All assignments, (including assessments, projects, labs, and any related course work) must be submitted on or before the given due dates.
2. Late assignments are not acceptable unless on medical (with a doctor's letter) or emergency situation (with proof).
3. When an assignment due date has passed, it will disappear from the class Blackboard (Bb). Please do not ask the instructor to reset the assignment due date or inform the instructor that you can no longer see the assignment on the Bb.
4. To receive full points, a complete assignment must be submitted by following the assignment's requirements and specifications.
5. Unless requested by the instructor, no assignments should be sent to the instructor's email address. Any assignments sent to the instructor's email without permission will be disregarded.
6. All assignments must be submitted on the class Bb. For programming courses, all programs source code listings must be presented with the program output/result.
7. Submitting assignments in the order assigned will ensure progression according to the academic design of the course.
8. Discussions and collaborations are permitted. However, you must do your own assignments. Dishonest work will be disciplined according to the university's policy.
9. All assignments submitted will also be uploaded to the blackboard's SafeAssign Application tool to check for any academic honesty violations. If you are caught copying someone's work, you will be placed in one of the following possibilities (depending on the work):
   a. You get a zero for your current assignment.
   b. You will get one letter grade less in the course; i.e. if you get an A, you will get a B grade.
   c. You will be expelled from the university.

   If you are caught copying above, all of your previous work relating to the course will be reexamined and re-evaluated. All of your future work in the course will be closely scrutinized.
10. You understand the grading criteria as mentioned in the syllabus. The grading distribution will not be curved.
11. Your attitude and behavior relating to the course will be considered when a borderline grade befalls to boost up your grade to the next higher letter grade.
12. An incomplete grade is not allowed.
13. You are responsible for withdrawing from the course if no longer attend the class. Please check the university's academic calendar on the last day allowed to withdraw from the class.
14. Bad planning on your part is not an emergency on the instructor's part.

This syllabus is a contract between the instructor and the student as to what the instructor will deliver and what is expected from the student. If the instructor changes the syllabus, the revised version will be uploaded on the Blackboard. Revisions to readings and assignments will be communicated via Blackboard.