CENT/ICS 110 Introduction to Information Systems
Syllabus Fall 2012

Instructor: Sally Dunan
Office: Bldg 13, Rm 107
Office hours: MW: 11:30 AM-12:30 PM
TR: 8:00-8:30 AM, 11:30-12:30 PM
F: by appointment
Telephone: 844-2352
Email address: sdunan@hawaii.edu
Course Website: https://laulima.hawaii.edu/access/content/group/HON.21100.201310/index.html
Class Time & Place: MW 9:30-11:20 AM, Bldg 13, Rm 104

Course Description: This course provides an overview of Information Technology and introduces Internet resources and the fundamental concepts and skills of software development. Topics related to Internet resources include terminology, file formats, naming conventions, and current issues related to the Internet. Students will also learn basic programming skills and software development including discussion of compilers, interpreters, clients and servers, naming issues, programming languages and syntax. Cross-listed as ICS 110.

Prerequisites: ENG 22/60 or ESL 23, OR Placement in ENG 100; "C" or higher in MATH 25 OR Placement in MATH 103 or MATH 135 or Higher; AND ICS 100 or ICS 101

Student Learning Outcomes: Upon completion of this course the student will be able to:

- Describe Information Technology, including related careers and educational programs.
- Use proper terminology to describe the Internet and explain how it works.
- Use a search engine to perform on-line research.
- Create a Web site on a local or remote server.
- Create Web pages by writing HTML code with a simple text editor.
- Insert hyperlinks into a Web page.
- Manage Web page files and folders including the assignment of permission codes.
- Write simple programs that use input, output, selection statements, and repetition statements.
- Explain the steps involved in the programming process.
- Solve simple problems and express those solutions as algorithms.
- Write, test, and debug elementary programs.
- Describe how programming relates to their careers.

Course Content:

- Overview of Information Technology and Information Systems.
- Overview of the Internet, its history, and how it works.
- Using search engines to perform on-line research.
- Creating a Web page and posting it on a server.
- Creating Web pages by writing HTML code with a simple text editor.
- Adding hyperlinks to a Web page.
- Manage Web page files and folders including assignment of permission codes.
- Overview of programming and programming languages.
- Writing simple programs that use input, output, selection statements, and repetition statements.
- Explain the steps involved in the programming process.
- Solve simple problems and express those solutions as algorithms.
- Write, test, and debug elementary programs.
- Describe how programming relates to careers in Information Technology.
- New tools for the Web - HTML5

Textbooks: Starting Out With Python, Gaddis, 2nd Edition 2011, ISBN:9780132576377. This is a softcopy textbook. HCC bookstore prices: used - $76.55, new - $100.70. Amazon.com: $95.63 (new)


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**Course Website:** The course schedule, lecture notes, assignments and additional references will be posted on the Laulima course web site, which requires logging in using your MyUH login name and password.

**Elements of Student Evaluation:** Students will be evaluated on the elements listed below. The approximate weighting for each area is shown. The relative weighting of each area may change, if deemed appropriate.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Lab Assignments &amp; Quizzes (may be given as homework)</td>
<td>20 %</td>
</tr>
<tr>
<td>Projects</td>
<td>20 %</td>
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<tr>
<td>Exams</td>
<td>60 %</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100 %</strong></td>
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**Grading Scale:** A standard 10% grading scale will be used. (A = 90%, B = 80%, C = 70%). This is NOT a points based course. The course grade will be determined based on the percentage weights given above.

**Quizzes:** Quizzes may be given periodically to check your understanding of course material. Quizzes may given in class or assigned as homework.

**Lab Assignments:** Lab assignments provide the hands-on experience necessary to become comfortable with the skills required for this course. Labs may be performed in class or assigned as homework. Labs are normally due one week following the date they are assigned, but this may vary. Check your individual progress report to determine actual due dates for each assignment.

**Projects:** Projects are assignments that incorporate multiple ideas from the course. Projects usually require more work than regular lab assignments. Projects are the primary way for students to demonstrate that they have acquired the hands-on skills for the course. Projects are normally due two to three weeks from the date they are assigned, but this may vary. Check your individual progress reports to determine actual due dates for each assignment.

**Exams:** Exams will be written exams given in class. The written exams include questions that reflect both the knowledge and skills expected for this course. All exams are closed book, closed notes. No calculators are permitted. An exam may be made up in the case of an excused absence.

**Late Policy:** The penalty for late work is 20% of the points possible for the assignment per week late. A one week grace period is allowed. Both the late penalty and grace period are built into the grading database.

**Expected Student Workload:** Students should expect to spend approximately 12 hours per week on this course including class time and assignments. Additional time may be needed to read and study course materials. Students who are already familiar with this type of material might spend less time. Students for whom this material is new may find that they need to spend more time studying for this course.

**Attendance:** If you are late or miss class, as a professional courtesy, please leave a voice mail message or send email with a simple explanation (e.g., sick, had a car problem, overslept, etc.) of the reason for the absence or tardiness. If you have an ongoing time conflict, such as a work schedule that requires you to routinely leave early, please discuss the situation with me in advance so that I can be aware of it. Being in class is very important for being successful in the course.

**Professional Work Habits and Ethics:** Students are expected to demonstrate a professional attitude and work habits throughout the course. Factors that reflect professionalism include attendance and punctuality, attentiveness in class, ethical work, work quality, and behavior and language, as described in the separately provided document. Egregious or repeated failure to demonstrate professional and ethical work habits will result in failing the course.

**Unofficial Drops and N Grade:** Students who disappear without officially dropping the course will receive an F. If you encounter conflicts with completing course requirements, please see me to discuss possible grading options, such as an N grade. The N grade will be given at the discretion of the instructor and is not automatic.
School Computer Lab: HCC maintains a computer lab for student use in Bldg 2, Rm 405A. All students can use this lab to study or work on assignments.

Student Email Accounts: The course email list will use your UH System email address, which is the same as your "MyUH_account"@hawaii.edu. You can set your UH email account to automatically forward email to any account you prefer to use for email. Any email I send to the class will be sent to your UH email address, so you need to check it regularly, or ensure that your mail is forwarded to a different account that you use regularly.

Classroom Lab Access: You can work in the classroom lab in Bldg 13, Rm 104, to complete lab assignments when other classes are not in session. See Gerald Chen (Bldg 13, Rm 103, Tel. 844-2332) for access to the lab outside regular class hours. Access to CENT labs outside of class is intended for the purpose of completing assigned course work only.

Student Regulations: A summary of Student Regulations and the Student Conduct Code are posted on the HCC web site. Complete copies of the Student Conduct Code are available from the office of the Dean of Students.

Student Access: Students who have disabilities requiring special accommodation should contact the Student Health Office or the College Skills Center to document their disabilities and request necessary accommodations.