**COURSE INFORMATION**

**COURSE TITLE**
CIS115: Introduction to Computer Information Systems

**COURSE DESCRIPTION**
Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

**CREDIT HOURS**
3

**SUGGESTED PREREQUISITE KNOWLEDGE**
You will need regular access to a computer with Internet access that you can install software on. You should have the ability to navigate online, upload and download files, and use email.

**CCCOnline COURSE POLICIES**

The CCCOnline Course Policies page contains information about the student's role in the classroom, grading policies, and rights and responsibilities.

**COURSE MATERIALS**
All course reading material is available online and linked within the course site. You do not need to purchase any additional materials.
**Minimum Computer Requirements**

To complete this course, you will need regular access to a computer from which you can get to the internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a CRITICAL STEP, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, click Tools in the course NavBar and then click System Check.

It's recommended you install Microsoft Office 2016 *including Access 2016* (or an open source equivalent...contact your instructor for possible suggestions). This should be available via your college's portal via Office 365. Access 2016 will *not* run in the Mac operating system OS X, but the LibreOffice equivalent, Base, should.

**Required eText**

No textbook purchase is required.

**Course Competencies and Outcomes**

**Student Competencies**

The competencies you will demonstrate in this course are as follows:

A. Understand the fundamentals of computer terminology, particularly with respect to personal computer hardware and software and the World Wide Web
B. Make use of the World Wide Web as a storehouse of the latest information and an integrated learning tool
C. Develop an in-depth understanding of why computers are essential components in society as well as in the business world
D. Focus on the computer as a valuable productivity tool
E. Recognize the personal computer's position as the backbone of the computer industry and emphasize its use as a stand-alone and networked device
F. Present strategies for purchasing, installing, and maintaining a personal computer system
G. Explore career possibilities in the computer field
The module outcomes that will permit you to demonstrate course competencies are:

**Module 1**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe basic concepts in digital sound, imaging, and video.</td>
<td>A, C</td>
</tr>
<tr>
<td>2. Describe electronic device basics and options.</td>
<td>A, C</td>
</tr>
<tr>
<td>3. Explain basic hardware concepts such as processing power, memory, storage, and I/O</td>
<td>A, C</td>
</tr>
</tbody>
</table>

**Module 2**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe fundamental concepts related to using the Internet such as use of browsers, Internet security, evaluating online resources.</td>
<td>A, B, C</td>
</tr>
<tr>
<td>2. Briefly summarize an important topic in past or current Internet figures and concepts.</td>
<td>A, B, C</td>
</tr>
<tr>
<td>3. Describe basic concepts related to the web, such as HTML, CSS, and basic Internet protocols.</td>
<td>A, B, C</td>
</tr>
<tr>
<td>4. Define concepts and skills related to fundamental Internet usage, especially related to IS.</td>
<td>A, B, C</td>
</tr>
</tbody>
</table>

**Module 3**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Define what an Information System is.</td>
<td>C, D, E</td>
</tr>
<tr>
<td>2. Define a business process.</td>
<td>D, E, F</td>
</tr>
<tr>
<td>3. Identify and analyze a given social network.</td>
<td>B, C</td>
</tr>
<tr>
<td>4. Discuss five rights granted under a Creative Commons license.</td>
<td>B, C</td>
</tr>
<tr>
<td>5. Define and analyze online communication in terms of temporality, safety, and reputation management.</td>
<td>A, C</td>
</tr>
<tr>
<td>6. List basic components and benefits of ERP application.</td>
<td>A, B, C</td>
</tr>
<tr>
<td>7. Describe and summarize SDLC.</td>
<td>C, G</td>
</tr>
</tbody>
</table>

**Module 4**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create and demonstrate the use of a simple database, complete with a table, a form, and a report.</td>
<td>A, C, D</td>
</tr>
<tr>
<td>2. Describe the general process of programming using a simple metaphor.</td>
<td>A, C, D</td>
</tr>
<tr>
<td>3. Name at least two examples of tools used in the programming industry.</td>
<td>A, C, D</td>
</tr>
</tbody>
</table>
4 Define the following in terms of programming: algorithm, pseudocode, object-oriented code, compiling, troubleshooting

5 Research and discuss strategies for troubleshooting technical problems.

6 Define terms related to databases and programming.

MODULE 5

Outcomes
1 Define and analyze computer networks and their importance in modern business.
2 Explain the difference between PANs, LANs, and WANs. Diagram them.
3 Review basic concepts of network security such as wireless safety and routers.
4 Analyze network using an industry-standard software.
5 Explain and describe basic networking concepts such as DNS, packets, TCP, IP, and UDP.
6 Define the differences between static addresses and dynamic addresses.

Competencies
A, B, C, D, E
A, B, C, D, E
A, B, C, D, E
A, B, C, D, E
A, B, C, D, E
A, B, C, D, E

MODULE 6

Outcomes
1 Review Information Literacy.
2 Discuss and analyze several types of malware.
3 Discuss data integrity with regards to personal data in various online databases.
4 List and summarize various cyber attacks and prevention methods.
5 Define basic terms related to Digital Security.

Competencies
A, B, C
A, B
C, D, E
C, D, E
C, D, E

MODULE 7

Outcomes
1 Define and discuss Systems Analysis and SDLC in relation to a metaphorical comparison.
2 Analyze the fields available in Information Systems/Technology in relation to current skillset.
3 Analyze current jobs available in the field.
4 Define basic concepts about Information Systems.

Competencies
B, C
C, D, E, F, G
G
A-F
**Grading and Evaluation**

**Methods**
Evaluation includes a combination of discussion participation, assignments, and other evaluations. Rubrics are provided for assignments and discussions.

**Grading Policies**
Mark all Module due dates on your calendar for this class. You may submit assignments AHEAD of schedule. Late assignments will not be accepted without prior approval.

**Summary of Grading**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions (7 @ 30 points each)</td>
<td>210</td>
<td>28%</td>
</tr>
<tr>
<td>Quizzes (7 @ 20 points each)</td>
<td>140</td>
<td>19%</td>
</tr>
<tr>
<td>Assignments (8 @ 50 points each)</td>
<td>400</td>
<td>54%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>750</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grading Scale**
- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%
- F = 59% and below

**Discussions**
Discussions allow us to discuss, reach further into a topic, offer personal experience to enrich each other's learning in information systems. Please participate early and often.

In general, unless otherwise directed, you'll post an initial post in response to the prompt by a date before the due date for the module, and then two follow-up replies to continue the conversation of the thread. You can offer additional information, a resource, respectfully disagree with supporting reasons, and so on. Your responses should, for full potential points, not be at the last minute and/or all bunched together on the same day.

**Assignments/Projects**
The student-generated projects will be evaluated on a few different criteria. Once you complete the required reading and browse briefly through the additional resources for each module, go directly to the project instructions for each module.
Each project has either an attached rubric or has the points distributed along the numbered lines of instructions, so you know how each one will be graded.

For the best chance at full points, make the assignments you turn in:

- Accurate and up-to-date (especially with regards to technology)
- Spell-checked and grammar-checked
- Concise but informative (the point is to convey the information, not to meet a word count)
- Address all the required topics
- Contain well chunked out writing
- Contain your own original writing (any copy/paste reference should include information about where it came from).

**Quizzes**

The quizzes will be based on the required reading and concepts researched for the projects. Each quiz will contain 10 semi-random questions on the topic, with each question being worth 2 points. You'll have 20 minutes to finish the quiz and one attempt only.
COURSE SCHEDULE

The Schedule is subject to change as needed.

This page summarizes all of the graded assignments, exams, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the Module assignment pages. If you have questions check there and/or send me an e-mail.

This course is not self-paced and is not open-exit. All assignments, papers, quizzes, discussions, etc., are to be completed by no later than 11:59 pm MST/MDT of the due date.

NOTE: Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the CCCOnline calendar.

MODULE 1

Reading/Assignments/Exams
Introductory Assignment
Discussion Initial Post
Discussion Replies Due
Quiz
Project

Due Dates

MODULE 2

Reading/Assignments/Exams
Discussion Initial Post
Discussion Replies Due
Quiz
Project

Due Dates

MODULE 3

Reading/Assignments/Exams
Discussion Initial Post
Discussion Replies Due
Quiz
Project

Due Dates

MODULE 4

Reading/Assignments/Exams
Discussion Initial Post
Discussion Replies Due
Quiz
Project

Due Dates
Module 5

Reading/Assignments/Exams
Discussion Initial Post
Discussion Replies Due
Quiz
Project

Due Dates

Module 6

Reading/Assignments/Exams
Discussion Initial Post
Discussion Replies Due
Quiz
Project

Due Dates

Module 7

Reading/Assignments/Exams
Discussion Initial Post
Discussion Replies Due
Quiz
Project

Due Dates

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