CIS C100: INTRODUCTION TO INFORMATION SYSTEMS

Item	Value
Top Code	070200 - Computer Information Systems
Units	3 Total Units
Hours	68 Total Hours (Lecture Hours 54; Lab Hours 14)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

Examination of information technologies and information systems used in business. This course prepares students with a non-programming introduction to information systems and personal computer applications including word processing, spreadsheets, database, and presentation software. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Given a scenario, identify the impact (both negative and positive) of information technology on the individual and society.
2. Given a scenario, identify types of computer security risks and issues surrounding information privacy, crime, and ethics.
3. Demonstrate use of word processing, spreadsheet, database, and presentation software to produce basic business correspondence that contains text, graphics, and appropriate formatting.

Course Objectives

- 1. Examine the impact (both negative and positive) of information technology on the individual and society.
- 2. Identify computer components, including hardware and software and how they work together in a Business Information System.
- 3. Assess types of computer security risks and issues surrounding information privacy, crime, and ethics.
- 4. Demonstrate the use of word processing, spreadsheet, database, and presentation software to produce basic business reports that contains text, graphics, and appropriate formatting.

Lecture Content

Information systems and information technology concepts System and application software categories and concepts Digital communication and networking concepts, systems, and applications Computer and system infrastructure concepts Cybersecurity, cybercrime, and ethical concepts Types of information systems and technologies used in organizations Systems development life cycle concepts and activities Organization and management of structured and unstructured data using database management systems and spreadsheets Programming language categories, concepts, and algorithms

Lab Content

Practical exercises in electronic spreadsheet development Practical exercises in using database software Practical exercises in Internet technologies

Method(s) of Instruction

- • Lecture (02)
- • DE Live Online Lecture (02S)
- • DE Online Lecture (02X)
- • Lab (04)
- • DE Live Online Lab (04S)
- • DE Online Lab (04X)

Instructional Techniques

Students will gain experience and skills in computer operations, applications, and hardware/software topics through lecture, hands-on demonstration, discussion, scenario based practices and configuration based practices.

Reading Assignments

Reading will be assigned from the required textbook.

Writing Assignments

Complete discussion forum posts regarding information technology and information systems to address business needs.

Out-of-class Assignments

Training using simulated word processing and spreadsheet software. Complete projects using word processing and spreadsheet software to address business needs.

Demonstration of Critical Thinking

Complete written discussion posts and solve business issues using word processing and spreadsheet software.

Required Writing, Problem Solving, Skills Demonstration

Create spreadsheet solutions to address business scenarios. Use application software solutions to address business scenarios.

Eligible Disciplines

Computer information systems (computer network installation, microcomputer ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Campbell, J.; Ciampa, M.; Clemens, B.; Freund, S.; Frydenberg, M.; Hooper, R.; Ruffolo, L. Technology for Success: Computer Concepts, ed. Cengage Learning, 2020 Rationale: - 2. Required Freund, S.; Last, M.; Pratt, P.; Sebok, S.; Vermaat, M. Shelly Cashman Series® Microsoft Office 365 Office 2019: Introductory, ed. Cengage Learning, 2020

Other Resources

1. Coastline Library