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CIS121

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CIS121 Syllabus

Introduction to Computer Information Systems

Fall Quarter 2005 [Printer friendly version](#)

Announcements:

 **Wed, Nov 16, 2005 -- Wednesday 11/16 Class Activity** Posted by Jeffrey Weiss

Tonight we will continue with the exercise we began Monday. Please see the Handouts area for an updated description of the activity.

This is an important multi-part project and your participation is valuable!

Instructor: Jeff Weiss
Work phone: 596-3195
email: jweiss@pierce.ctc.edu

Class Time & Room
Room C274
Monday & Wednesday 5:30 - 7:40 PM

Course Description

This course is an introduction to the concepts and practical application of computer information technology. We survey computer technology, computer nomenclature, and the use of computers as productivity tools. Through labs and assignments using current microcomputer-based application programs you will interact with computer technology, hardware, and the Internet.

The major areas covered include Hardware, Software, Networks, Internet, Multimedia, Computer Careers, Computer Communications, and Computer Ethics.

Text and Resources

- [Discovering Computers 2006](#) - Shelly Cashman Vermaat, Course Technology
- You will need removable storage such as diskettes or "thumb drives" in class for some activities
- You may wish to have an inexpensive set of headphones to use in some activities
- To complete some of the assignments you will need to have access, outside of class, to a microcomputer with Microsoft Windows, Microsoft Office, and a connection to the Internet. If you do not have such a system available personally, please see the lab schedules for available times.
- You will use e-mail and the Internet for collaborating with others and for submitting assignments.

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CIS121 Syllabus

Introduction to Computer Information Systems

Fall Quarter 2005



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Announcements:

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October 19, 2005 - November 18, 2005



Wed, Nov 16, 2005 -- Wednesday 11/16 Class Activity

Posted by Jeffrey Weiss

Instructor: Jeff Weiss

Work phone: 596-3195

email: jweiss@pierce.ctc.edu

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Outcomes

The outcomes of successfully completing this course will be that you can:

System Concept Outcomes

- Identify examples of capabilities and limitations of computers.
- Differentiate between and use operating system software, networking software, programming languages and a variety of application software.
- Define a computer information system and differentiate between data and information including the characteristics or qualities of information.

Operating Outcomes

- Use and maintain a secure, efficient computer system.
- Use computer applications to create documents, spreadsheets and presentations.
- Use a computer system for interactive communications.

Historical, Ethical and Career Concept Outcomes

- Define terminology associated with the computer field.
- Identify issues in computer ethics.
- Identify current, future, and historic events in the computer field and their global effects on society.
- Identify the history and trends of computer careers.

Disability/Special Needs

Pierce College is dedicated to meeting the needs of its students. Any student needing special accommodations or arrangements must contact the Special Needs Coordinator within the first week of class at 840-8443. You should also tell your instructor if modifications need to be made to your seating assignment, to lecture style, or to assist you during an evacuation

Assessment

A student's performance is evaluated in the following ways and combined with the weights shown. Successful students must be able to follow directions, complete assignments, and work independently as well as with a group.

| | | |
|-----------------------------------|----------|-------------|
| <u>Class Participation</u> | | 10% |
| <u>Chapter Activities</u> | | 70% |
| <u>Two Tests</u> | 1 | 10% |
| | 2 | 10% |
| | | <hr/> |
| | | 100% |

Assessment of Class Participation

Achieving a satisfactory grade in the course depends not only upon completion of homework and tests, but also upon ***consistent attendance and participation***. Attendance is important and attendance will be taken. Brief absences for illness and unavoidable conflicts will be excused. Class participation

means taking an active part in class. This includes being prepared to respond to questions on assigned reading material as well as asking pertinent questions. **Please do not hesitate to ask questions, it is highly likely other students are wondering the same things you are thinking.** Good participation also includes relating the text and lecture material to personal computing experiences.

Your participation in class shows the outcome that you can identify, and define computer information system concepts..

Take advantage of class time opportunities to share and discuss your ideas and experiences. We all learn and benefit from class discussions. If you miss class you miss out!

Assessment of Chapter Activities

Various reading, exercises and research projects from the textbook and other sources will be assigned as homework. Some class activities and assignments will be labs to use computer applications. While collaboration is encouraged to accomplish your research and studies, **the work you turn in must be an individual effort.** Please refer to the course assignments and calendar handouts for due dates.

Your assignments demonstrate the outcome that you can research, identify, define and differentiate computer information system concepts as well as create and edit documents.

All written assignments must be typewritten. Some assignments are submitted online as discussion board entries, uploads, or as attachments to e-mail messages. Assignment contents must be properly labeled and in numeric sequence to receive full credit. Please indicate the Assignment, Chapter, Exercise, Question or Case number, any part or step number, and a page number from the textbook if appropriate. All materials submitted for credit must include your name as it appears on the class roster. The easier it is for me to identify your work, the easier it is for me to see your work in a favorable light and appropriately assign partial or extra credit. **If I can't identify your work, you won't get credit.** Assignments turned in "electronically" should contain only the final form of the files created for the assignment. Please keep your own copy of work you turn in as I do not always score and return homework. I am most interested in your effort to address the homework problems, and to identify and relate the information requested. We will use as much class time as possible to review homework solutions and answer remaining questions.

Assessment of Tests

Two tests are scheduled. They will be composed of a combination of True/False, Multiple Choice, Short Answer questions. The test questions will be drawn from the textbook, and assignments and lectures.

Your test score indicates the outcome that you can identify, define, and differentiate computer information system concepts.

Assignments, activities and evaluations are subject to change to meet course requirements.



CIS121 Assignments

Introduction to Computer Information Systems

Fall Quarter 2005



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Instructor: Jeff Weiss

There are two kinds of assignments. One kind is chapter activities that are usually completed in class. The details of the activities will be discussed in class. Be sure to check for in-class assignments if you have been absent.

The other kind of homework assignments are from chapters in the book. There is one assignment for each chapter. Each assignment is a short written work. Select **one** of the exercises from the Web Research (except Scavenger Hunt and Search Sleuth) or Case Studies sections at the end of the chapter. Be sure to use the Web link to additional information. Instead of composing your answer as directed in the exercise, compose an answer for the Discussion Board. You may respond to the exercise as directed, or if you wish, write your own thoughts and feelings about the concepts presented.

Enter the exercise heading on the subject line of the discussion board thread; for example Journaling or Case Study 3.

Your answer must be about 250 words in length (that's roughly two or three well rounded paragraphs -- so for example, the previous paragraph is about 100 words, and these paragraphs are almost 250 words altogether). You need not feel limited to that if you have more to say!

Please make sure you are clear and complete in expressing your thoughts. It should be clear from your writing what question or topic it is you have chosen to address. Don't make the reader guess the question in order to make sense of the answer. Please use conventional English with appropriate punctuation and layout. Abbreviations and jargon you may commonly use for online chat, email and instant messaging isn't appropriate.

I'll grant a bit of extra credit for thoughtful replies to other student's entries.

The following grading rubric will be applied to all entries for Chapters 9 through 15:

| | |
|--|------------------------|
| The assignment is labeled and titled as directed | 1 point |
| The composition is of the assigned length and is organized, readable, and correctly punctuated | 1 point |
| The subject or topic of the writing is clear and the author's answer is clearly and completely expressed | 2 points |
| Thoughtful replies to other's discussions | 1 point (Extra Credit) |



CIS121 Calendar

Introduction to Computer Information Systems

Fall Quarter 2005



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Instructor: Jeff Weiss *Last Updated 11/13/2005*

| Week | Date | Topic | Activity | Reading and Preparation | Homework |
|------|--------|--|----------|-------------------------|---|
| 0 | 19-Sep | | | | |
| | 21-Sep | Class Introductions <i>Information Processing Past, Present, Future</i> | | Chapter 1 | |
| 1 | 26-Sep | Introduction to Computers <i>Computer Literacy</i> | | | |
| | 28-Sep | The Internet and World Wide Web <i>Student Home Pages</i> | | Chapter 2 | Chapter 1 Assignment |
| 2 | 3-Oct | Application Software <i>Web Gallery</i> | | Chapter 3 | Chapter 2 Assignment |
| | 5-Oct | The Components of the System Unit <i>Collaboration with Outlook</i> | | Chapter 4 | Chapter 3 Assignment |
| 3 | 10-Oct | Bits and Bytes <i>PowerPoint</i> | | | |
| | 12-Oct | Input <i>Word Processing</i> | | Chapter 5 | Chapter 4 Assignment |
| 4 | 17-Oct | Output <i>Word Processing</i> | | Chapter 6 | Chapter 5 Assignment |
| | 19-Oct | Storage <i>File Management</i> | | Chapter 7 | Chapter 6 Assignment |
| 5 | 24-Oct | Operating Systems and Utilities <i>Computer Shopping</i> | | Chapter 8 | Chapter 7 Assignment |
| | 26-Oct | Review Chapters 1-8 <i>Computer Shopping</i> | | | Chapter 8 Assignment Test on chapters 1 through 8 |
| 6 | 31-Oct | Communications and Networks <i>Spreadsheets</i> | | Chapter 9 | |
| | 2-Nov | Database Management <i>Spreadsheets</i> | | Chapter 10 | Chapter 9 Assignment |
| 7 | 7-Nov | <i>Class Cancelled</i> | | | |

| | | | | |
|----|--------|---|------------|---|
| | 9-Nov | <i>Class Cancelled</i> | | Chapter 10 Assignment |
| 8 | 14-Nov | <i>Society, Privacy and Ethics</i> <i>Application Software Lab</i> | Chapter 11 | |
| | 16-Nov | <i>Application Software Lab</i> | | Chapter 11 Assignment |
| 9 | 21-Nov | Information Systems <i>Project Management</i> | Chapter 12 | |
| | 23-Nov | <i>No Class</i> <i>Happy Turkey Day!</i> | | |
| 10 | 28-Nov | Programming <i>Programming</i> | Chapter 13 | Chapter 12 Assignment |
| | 30-Nov | Enterprise Computing <i>System Development Lab</i> | Chapter 14 | Chapter 13 Assignment |
| 11 | 5-Dec | Careers in IT <i>System Development Lab</i> | Chapter 15 | Chapter 14 Assignment <i>Test on chapters 9 through 15</i> |
| | 7-Dec | <i>Wrap-up Session</i> <i>No Final / No Lecture / Happy Holidays !</i> | | Chapter 15 Assignment <i>All Assignments Due</i> |

Assignments and activities are subject to change to meet course requirements.