

CIS 205
INTRODUCTION TO COMPUTER INFORMATION SYSTEMS

INSTRUCTOR _____ **SEMESTER** _____
OFFICE _____ **PHONE** _____ **EMAIL:** _____
OFFICE HOURS: As Posted **CONSULTATION:** Appointment Only

COURSE DESCRIPTION

The goal of this course is to provide each student with comprehension of the fundamentals of computer technology, particularly with respect to Personal Computer (PC) hardware, software, World Wide Web (WWW), and theoretical concepts; help students to comprehend that computers are an essential component in society and in the business world in particular; provide hands-on experiences to students and develop basic skills with operating system (MS Windows), word-processing, spreadsheet, presentation authoring and website development (application) software; expose students to the concepts of stand-alone and networked computers; provide strategies for purchasing, installing and maintaining the PC; assist student planning for careers in Computer Information Systems professions.

REQUIRED TEXTBOOKS AND MATERIALS (Bundled ISBN: 141888507x)

Discovering Computers 20XX: Concepts for a Digital World, Web Enhanced, Introductory Edition by Shelly, Cashman, Vermaat. SAM CD ROMs (2) and Flash Drive/Memory Stick.

LEARNING OBJECTIVES: Each student will be able to:

- (1) **(CRITERION)** Using the instructor designated Operating System (MS WindowsXP) and applications software programs for: word-processing; spreadsheet; presentation authoring, respectively, demonstrate Hands-on proficiency ($\geq 70\%$ for each of four enabling skills-sets) with instructor designated enabling tasks. The total enabling tasks for a given application make up an enabling skills-set. Instructor will use the enabling tasks presented in the Course Technology *Skills Assessment Manager* (SAM),
- (2) **(COGNITIVE)** Define, recognize, and explain key terminologies and concepts regarding PC systems as provided in the assigned readings,
- (3) **(CRITERION)** Use MS WORD 20XX to write a two-page autobiography and one-page resume. Instructor will provide assignment Deadlines and Evaluation instructions. Autobiography will include a Cover-page, Table of Content, at least one data TABLE and digital photo of you. Student must format the Autobiography IAW APA style manual and the Resume IAW MS WORD Contemporary Template.

STUDENT REQUIRED TASKS

All students must sign onto BLACKBOARD (See instructor provided handout.) and also obtain and use their ASU assigned E-mail address. For instruction on obtaining your Email address, see announcements on BLACKBOARD.

EVALUATION AND MINIMUM STANDARDS: To pass this course, the student must earn at least 70% of the possible points for the course. To pass an objective the student must earn 70% of the possible points for that objective.

<u>EVALUATION TYPE</u>	<u>POINTS</u>	<u>APPROXIMATE % OF GRADE</u>
Mid-Term	05	05% (Objective 2)
Final Examinations	05	05% (Objective 2)
Quizzes (Chapters 1-8)	05	05% (Objective 2)
Hands-on Assessments (4)	60	60% (Objective 1)
Projects Average (2)	15	15% (Objective 1)
Writing Assignment (2) (Autobiography and Resume)	10	10% (Objective 3)

GRADING SCHEME

Total Possible Points = 100

- A ≥ 89.5 points
- B ≥ 79.5 points
- C ≥ 69.5 points
- D ≥ 59.5 points
- F ≤ 59.4 points

COURSE POLICIES

THIS COURSE IS CONDUCTED PRIMARILY VIA THE INTERNET. Student Classroom Conduct: Any acts of classroom disruption, as determined by the instructor, will not be tolerated. Penalties for student class absences or tardiness (≥ 5 minutes after scheduled class-time) will be in accordance with university policy as explicated in the *University Student Handbook and amendments*. Cell phone operation in the classroom is prohibited. **IF YOU ARE OFFICIALLY DESIGNATED AS HAVING A DISABILITY OF ANY KIND AND WILL NEED ACADEMIC ADJUSTMENTS OR OTHER ASSISTANCE IN THE CLASSROOM OR WITH THE COURSE REQUIREMENTS, PLEASE SEE THE INSTRUCTOR, AS SOON AS POSSIBLE.**

EXAMINATIONS AND QUIZ POLICY

Make-up examinations **WILL NOT BE ALLOWED** without prior consent of the instructor and this includes cases of official absences (e.g. varsity sports and others). Students must take Make-up examinations when scheduled. The Mid-Term Exam will regard instructor selected concepts from Chapters 1- 4 in the assigned textbook. The Final Exam will regard instructor selected concepts from Chapters 5 - 8 in the assigned textbook. Students must comprehend all assigned readings. Students who arrive late will not be allowed extra time beyond the scheduled class period for a given quiz or examination. The **FINAL Examination is a unified exam** unless the instructor indicates an exception. See the ASU schedule for date and time. **ANY STUDENT WHO IS CITED BY THE INSTRUCTOR FOR CHEATING OR ANY CONDUCT OF ACADEMIC DISHONESTY, WILL BE DROPPED FROM THE CLASS ROSTER AND RECEIVE A FINAL GRADE OF "F". WELCOME TO THIS LEARNING EXPERIENCE. I AM HONORED TO BE YOUR INSTRUCTOR. NOW, LET'S GET BUSY!**