Cerro Coso College

Course Outline of Record Report

10/12/2021

CSCIC101 : Introduction to Computer Information Systems

General Information

Author:	-
Course Code (CB01) :	CSCIC101
Course Title (CB02) :	Introduction to Computer Information Systems
Department:	Business Information Technolog
Proposal Start:	Fall 2013
TOP Code (CB03) :	(0702.00) Computer Information Systems
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000326121
Curriculum Committee Approval Date:	11/15/2013
Board of Trustees Approval Date:	12/19/2013
External Review Approval Date:	03/05/2014
Course Description:	This course is an examination of information systems and their role in business. Focus is on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Students develop computer-based solutions to business problems.
Submission Type:	New Course
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	• Computer Science • Computer Science
Bachelors or Associates Discipline Preferred:	No value
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skills Status (CB08)

Course is not a basic skills course.

Course Special Class Status (CB13)

Course is not a special class.

Grade Options

- Letter Grade Methods
- Pass/No Pass

☐ Allow Students to Gain Credit by Exam/Challenge

Allowed Number of Retakes

0

Course Prior To College Level (CB21)

Not applicable.

Rationale For Credit By Exam/Challenge

No value

Retake Policy Description

Type:|Non-Repeatable Credit

☑ Allow Students To Audit Course

Course Support Course Status (CB26)

No value

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type	Active
Cyber Security Technology	A.S. Degree Major	Spring 2018
CC Associate in Science in Business Administration for Transfer	A.A. Degree for Transfer	Summer 2018 to Summer 2020
CC Business AS	A.S. Degree Major	Summer 2018
CC Web Professional	Certificate of Achievement	Summer 2018
CC Web Professional	A.S. Degree Major	Summer 2018
Cyber Security Technician	Certificate of Achievement	Spring 2018
Information Technology Plus	Certificate of Achievement	Spring 2018 to Summer 2019
CC Computer Information Systems-	Certificate of Achievement	Spring 2018 to Summer 2019
CC Computer Information Systems	A.S. Degree Major	Spring 2018 to Summer 2019
CC Information Technology	Certificate of Achievement	Summer 2019
CC Information Technology	A.S. Degree Major	Summer 2019

Economics Associate in Arts Degree for Transfer (AA-T)	A.A. Degree for Transfer	Spring 2020 to Spring 2020
Management Associate in Science Degree	A.S. Degree Major	Fall 2019 to Spring 2020
Economics Associate in Arts Degree for Transfer	A.A. Degree for Transfer	Spring 2020
Linux Operating System	Certificate of Achievement	Fall 2020
Cloud Computing	Certificate of Achievement	Fall 2020 to Spring 2021
Business Administration Associate in Science Degree for Transfer	A.A. Degree for Transfer	Summer 2020
Entrepreneurship	Certificate of Achievement	Fall 2021
Web Professional Associate of Science (In Development)	A.S. Degree Major	Fall 2022
Web Professional Certificate of Achievement (In Development)	Certificate of Achievement	Fall 2022

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

No value

Transferability

Transferable to both UC and CSU

Transferability Status

Approved

Units and Hours:

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	90

Total Course Out-of-Class Hours	72
Total Student Learning Hours	162
Faculty Load	0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Classs
Lecture Hours	2	4
Laboratory Hours	3	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	0
Activity	0
Total	90
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Activity	0
Total	72

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours: - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class

No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

ENGLC070 - Introductory Composition

Students are expected to identify central points, both explicit and implied, of business case problems, college-level textbooks, and software help menus. In addition, students have to outline and summarize problem solving reports including academic discourse and business terminology. Students are also expected to write problem solving reports and other communication in an accepted format in clear and error free prose based on readings from texts and other sources.

Entrance Skills

Entrance Skills	Description
No value	No value

Limitations on Enrollment

Limitations on Enrollment	Description
No value	No value

Specifications

Methods of Instruction

Methods of Instruction	Other
Rationale	Video
Methods of Instruction	Other
Rationale	Online Reading
Methods of Instruction	Problem Solving
Rationale	No value

Methods of Instruction	Skills Development and Performance
Rationale	No value
Methods of Instruction	Outside reading
Rationale	No value
Methods of Instruction	Instruction through examination or quizzing
Rationale	No value
Methods of Instruction	Laboratory
Rationale	No value
Methods of Instruction	Lecture
Rationale	No value
Methods of Instruction	Demonstration
Rationale	No value
Methods of Instruction	Discussion
Rationale	No value
Methods of Instruction	In-class writing
Rationale	No value

Assignments

A. Chapter reading - Reading the assigned chapters from the textbook based on the topics for the week.
B. Weekly online discussions - Online discussions based on cases and topics in the textbook.

Methods of Evaluation	Rationale
Tests	Multiple choice and essay exam covering all concepts of the course.
Participation	Discussion regarding different operating system user interfaces.
Final Exam	Final Exam demonstrating comprehensive mastery of material presented
Tests	

Multiple choice and essay question exam covering computer hardware, software, and file management.	
Other	Weekly hands-on lab assignments demonstrating mastery of new material
Homework	Hands-on budget creation using electronic spreadsheet program.
Participation	Weekly discussion participation demonstrating understanding of computer information systems concepts
Tests	Midterm Exam demonstrating mastery of material in the first half of instruction

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
	Evans, A. D., Martin, K. E., Poatsy, M. A.. (2013) Technology in action, complete, 10th, Prentice Hall			
	Oja, D. and Parsons, J. J. . (2014) New perspectives on computer concepts 2014 comprehensive, 16th, Course Technology.			

Other Instructional Materials

No Value

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Describe existing and emerging technologies and their impact on organizations and society. Expected SLO Performance: 70.0

Business Information Technolog Information Technology Plus Certificate of Achievement	1. Interpret and use technical information in communications to solve common business programs using Information Technology systems and applications.

Business Information Technolog Web Professional Certificate of Achievement	1. Identify concepts of Internet technology, networking, databases, and electronic communications. Assessment:This will be assessed with an exam.

Explain the development and use of information systems in business. Expected SLO Performance: 70.0

Solve common business problems using appropriate Information Technology applications and systems. Expected SLO Performance: 70.0

ISLOs Core ISLOs	Students who are completing a program will be able to access, evaluate, and effectively use information.
Business Information Technolog Program Outcomes	Apply support strategies in client computing and user support, including the ability to configure, install, diagnose, and support hardware and software issues.
Business Information Technolog Management AS PLOs	Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment
Business Information Technolog Entrepreneurship Certificate of Achievement	Use computer applications and information systems concepts for small business management and development.
Business Information Technolog Management Certificate of Achievement	2. Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment.
Business Information Technolog Business A.S. Degree for Transfer	2. Apply critical thinking skills (analysis, synthesis, and evaluation) to complex issues in a business environment. Assessment:This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.
Business Information Technolog Business Certificate of Achievement	2. Apply critical thinking skills (analysis, synthesis, and evaluation) to complex issues in a business environment.
Business Information Technolog Web Professional Certificate of Achievement	2. Demonstrate technical and creative mastery of the creation of Web media, such as graphics, motion graphics, and interactive media. Assessment:This will be assessed with a project, scored by a rubric
Business Information Technolog Business Administration A.A. Degree for Transfer	1. Explain the nature of business, business operations, business organization, and business procedures. Assessment:Examination through the use of multiple choice, short answer, and essay questions.

Outline

Course Outline

1. Information systems concepts

a. Input
b. Processing
c. Output
d. Hardware
e. Software
f. Data vs. information
2. Communication and network concepts, systems, and applications
a. Network architectures
b. Network components
c. Network configuration and installation
d. Network security
3. Internet usage; e-business systems
a. Origin of the Internet
b. How the Internet works
i. Web browsers
ii. URLs
iii. Protocols
iv. Domain names
c. Social networking
d. E-mail
e. Messaging
f. Cloud computing
g. E-business
4. System infrastructure concepts
a. CPU
b. Instruction cycle
c. Storage devices
d. Memory
5. System and Application software programs and concepts
a. System software
i. Utility software
ii. Operating systems
b. Application software
i. Word processing
ii. Electronic spreadsheets
iii. Presentation software
iv. Database management software
v. Digital media software
1. Audio capture and editing
2. Image capture and editing
3. Video capture and editing
6. Information systems security, crime, and ethics
a. Information systems security
i. Viruses and worms
ii. Malware and spyware
iii. Security software
b. Information systems crime
i. Identity theft
c. Information systems ethics
7. Types of information systems and their roles in business
a. Transaction processing systems
b. Management information systems
c. Decision support systems
8. Systems development life cycle
a. Planning and systems analysis
b. System design
c. System implementation and programming
d. System maintenance
9. Organization and management of structured and unstructured data using spreadsheets and database tools
a. List management
b. Relational databases

Lab Outline

1. File management
a. Files
b. Directories
c. Operating system fundamentals
2. Word processing software
a. Creating, saving, managing, and printing
b. Using styles and formatting
c. Using templates
d. Tables and columns
3. Electronic spreadsheet software
a. Creating, saving, managing, and printing
b. Styles and formatting
c. Budgets
d. What-if scenarios
e. List management
f. Charts
4. Database management software
a. Database creation
b. Forms
c. Reports
d. Queries
5. Presentation software
a. Creating, saving, managing, and printing
b. Slide creation
c. Animation
d. Notes
6. Website creation
a. Hypertext markup language
b. Web page editors

Delivery Methods and Distance Education

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face
Online
Hybrid
Interactive

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

No Value

Effective Student-Instructor Contact: Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

contact_moodle_forums
contact_moodle_message
contact_chat

contact_email
contact_itv

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

No Value

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

s508_itv
s508_moodle
s508_publisher

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

Hybrid 45 iTV 20 per site/max 45 total Preferred maximum enrollment for iTV courses is 20 students at each site. Preferred maximum enrollment for online courses is 45 students.