Cerro Coso College

Course Outline of Record Report

03/26/2019

ITC101 : Introduction to Computer Information Systems

General Information

Author(s):	• Valerie Karnes • Hightower, Matthew • Villicana, David
Course Code (CB01)	
Subject:	IT
Number:	C101
Course Title (CB02):	Introduction to Computer Information Systems
Department:	Business Information Technology
Proposal Start:	Spring 2019
TOP Code (CB03):	(0702.00) Computer Information Systems
SAM Priority Code (CB09):	Possibly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00):	CCC000326121
Curriculum Committee Approval Date:	03/16/2018
Board of Trustees Approval Date:	06/14/2018
External Review Approval Date:	Pending
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. Note: This course was formerly CSCI C101.
Submission Rationale:	Improvement to Program of Study Per program review, change CSCI to IT designation for program clarification and SLO data assessment.

Faculty Requirements

Master Discipline Preferred:	• Computer Information Systems (Computer network installation, microcomputer technology, computer applications) • Computer Science
Alternate Master Discipline Preferred:	• Computer Information Systems (Computer network installation, microcomputer technology, computer applications) • Computer Science
Bachelors or Associates Discipline Preferred:	• Computer Information Systems (Computer network installation, microcomputer technology, computer applications) • Computer Science
Additional Bachelors or Associates Discipline:	• Computer Information Systems (Computer network installation, microcomputer technology, computer applications) • Computer Science

Course Development Options

Course Basic Skill 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)

One level below transfer.

Rationale For Credit By Exam/Challenge

No value

Retake Policy Description

Type:|Non-Repeatable Credit

☑ Allow Students To Audit Course

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type
Cyber Security Technology	A.S. Degree Major
CC Associate in Science in Business Administration for Transfer	A.A. Degree for Transfer
CC Business - Certificate	Certificate of Achievement
CC Business AS	A.S. Degree Major
CC Web Professional	Certificate of Achievement
CC Web Professional	A.S. Degree Major
CC Management-	Certificate of Achievement
CC Computer Information Systems-	Certificate of Achievement
CC Computer Information Systems	A.S. Degree Major

CC Web Fundamentals --	Certificate of Achievement
Information Technology Plus	Certificate of Achievement
Cyber Security Technician	Certificate of Achievement
CC Information Technology	Certificate of Achievement
CC Information Technology	A.S. Degree Major
Information Technology Plus	Certificate of Achievement
CC Web Fundamentals --	Certificate of Achievement
Economics Associate in Arts Degree for Transfer (AA-T)	A.A. Degree for Transfer

Transferability & Gen. Ed. Options

Request for Transferability (CB05)

Transferable to both UC and CSU

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3	**Total Course In-Class (Contact) Hours**	90	**Total Student Learning Hours**	162
Maximum Credit Units (CB06)	3	**Total Course Out-of-Class Hours**	72	**Faculty Load**	-

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non-Credit Category (CB22)

Credit Course.

Non-Credit Characteristics

No value

Course Classification Code(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 Class
Lecture Hours	2	4
Lab Hours	3	-
Activity Hours	-	-

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	36
Lab	54
Activity	-
Total	90
Course Out-Of-Class Hours	
Lecture	72
Lab	-
Activity	-
Total	72

Time Commitment Notes for Students

No value

Faculty Load

Extra Duty: -

Faculty Load: -

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No value	No value	No value	No value

Requisites

Advisory

ENGLC070 - Introductory Composition

Students are expected to identify central points, both explicit and implied, of business cases, journal and periodical articles, and college-level textbooks. In addition, students have to outline and summarize complex and technical business readings and interpret difficult and figurative language including academic discourse and business terminology. Students are also expected to write business case reports in an accepted format and answer essay questions in clear and error free prose based on readings from texts, business journals, and periodicals.

Entrance Skills

Skill	Content Review
No value	No value

Limitations on Enrollment

Limitation	Provide Rationale
No value	No value

Specifications

Methods of Instruction	Methods of Instruction Rationale
Other	Video
Other	Online Reading
Problem Solving	No value
Skills Development and Performance	No value
Outside reading	No value
Instruction through examination or quizzing	No value
Laboratory	No value
Lecture	No value
Demonstration	No value
Discussion	No value
In-class writing	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	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 the 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, Alan and Martin, Kendall and Poatsy, Mary Anne	Technology In Action Complete	Pearson	2017	

Other Instructional Materials

Description	Author	Citation
Pearson, MyITLab simulation software, 2017.		

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

Describe existing and emerging technologies and their impact on organizations and society.

Demonstrate an understanding of the development and use of information systems in business.

Solve common business problems using appropriate Information Technology applications and systems.

CSLOs

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

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?

All assignments in distance education courses (online, hybrid and iTV) of IT C101 are of the same rigor as those in the on-ground course, except that students in purely online sections will submit all of their assignments virtually. The use of industry-standard software and a simulation manual instructs students to complete a series of tasks and provides detailed documentation of their results to the instructor. The instructor reviews the student's results and provides feedback to the students on skill development and

selection of the correct methods. The instructor can view students' step-by-step actions to provide feedback and guide their learning. The instructor does provide detailed feedback to students to guide their learning. Instructor evaluation of student work in distance education courses is the same as in the on-ground course, except that evaluation of student work in online is presented virtually. Instead of on-site lectures, hybrid and online courses use a variety of methods including, but not limited to videos, interactive simulations, and written lecture notes.

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)

chat
email
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.

itv
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.