

ARIZONA WESTERN COLLEGE  
SYLLABUS

## CIS120 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS

Credit Hours: 3 Lec 3 Lab 1

PREREQUISITE: None

COURSE DESCRIPTION

Includes description of computer hardware and software, computer terminology, the data processing cycle, and characteristics of programming languages, with emphasis on the use of applications software in processing business data.

1. COURSE GOALS

- 1.1 Describe computer software and hardware, in both historic and current contexts.
- 1.2 Use appropriate computer terminology.
- 1.3 Explain the Input Processing Output Storage (IPOS) cycle.
- 1.4 Relate the characteristics of some programming languages.
- 1.5 Use a web browser, word processor, electronic spreadsheet, database, and graphics presentation program in simple business processing.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 describe basic computer software and hardware.
- 2.2 outline significant events in computer history.
- 2.3 define elementary computer terms.
- 2.4 distinguish between computer and information literacy.
- 2.5 list and define several categories of computers.
- 2.6 catalog software into standard groups.
- 2.7 detail how data is represented by digital computer systems.
- 2.8 relate the hierarchy of data components.
- 2.9 profile the manufacturing of a computer chip.
- 2.10 enumerate the types of data communication channels and their uses.
- 2.11 diagram several network configurations.
- 2.12 specify types of operating systems and their functions.
- 2.13 recount the three database categories and their characteristics.
- 2.14 identify types of and uses for information systems.
- 2.15 explain the system development cycle.
- 2.16 encapsulate the program cycle.
- 2.17 summarize various job opportunities in the field of computer systems.
- 2.18 understand some social implications of computer use.
- 2.19 differentiate between multimedia and virtual reality.
- 2.20 grasp future predictions and developments.
- 2.21 reiterate the IPOS cycle and the hardware used during each phase.
- 2.22 recapitulate the characteristics, weaknesses, and strengths of several programming languages.
- 2.23 find and evaluate information on the World Wide Web.
- 2.24 create and edit a document in word processing software.
- 2.25 produce a spreadsheet that uses formulas and functions.
- 2.26 construct, add data to, and query a database.
- 2.27 originate a graphic presentation.

3. METHODS OF INSTRUCTION

- 3.1 Lectures

- 3.2 Facilitate class and group exercises
- 3.3 Provide appropriate hands-on labwork and exercises
- 3.4 Moderate class discussions
- 3.5 Render individualized instruction
- 3.6 Afford feedback on written and oral assignments.

#### 4. LEARNING ACTIVITIES

- 4.1 Take notes during lectures
- 4.2 Participate in class and group exercises
- 4.3 Complete hands-on labwork and exercises
- 4.4 Review incorrect answers to questions on quizzes and exams
- 4.5 Take part in class discussions
- 4.6 Read assigned chapters and do tutorials
- 4.7 Analyze feedback and apply to future learning situations
- 4.8 Ask questions if concepts are not understood
- 4.9 Writing Assignments

#### 5. EVALUATION

- 5.1 Exams
- 5.2 Assigned projects and/or papers
- 5.3 Quizzes and/or class exercises
- 5.4 Written essays

#### 6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course will be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid. For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
  - Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters

- Initiating contact with a faculty member to ask a question about the academic subject studied in the course