COMS 101 - Computer Information Systems Course Outline

Approval Date: 05/10/2018
Effective Date: 06/01/2018

SECTION A

Unique ID Number	CCC000548476
Discipline(s)	Computer Information Systems
	Computer Science
Division	Career Education and Workforce Development
Subject Area	Computer Studies
Subject Code	COMS
Course Number	101
Course Title	Computer Information Systems
TOP Code/SAM Code	0702.00* - Computer Information Systems* / C - Occupational
Rationale for adding this course to the curriculum	Textbook Update. Maximum Enrollment Update.
Units	3
Cross List	*N/A*
Typical Course Weeks	18

Total Instructional Hours

	Contact Hours
Lecture	54.00
Lab	0.00
Activity	0.00
Work Experience	0.00
Outside of Class Hours	108.00

Total Contact Hours	54
Total Student Hours	162
Open Entry/Open Exit	No
Maximum Enrollment	30
Grading Option	Letter Grade or P/NP

Distance Education Mode of Instruction On-Campus
Hybrid
Entirely Online

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Description Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. A strong focus on terminology as it relates to Computer Information Systems.

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SECTION D

Condition on Enrollment
1a. Prerequisite(s): *None*
1b. Corequisite(s): *None*
1c. Recommended: *None*
1d. Limitation on Enrollment: *None*

SECTION E

Course Outline Information
1. Student Learning Outcomes:
   A. Understand computer functions and be able to demonstrate knowledge of computer applications.
2. Course Objectives: Upon completion of this course, the student will be able to:
   A. Describe existing and emerging technologies and their impact on organizations and society.
   B. Demonstrate an understanding of the development and use of information systems in business.
   C. Solve common business problems using appropriate Information Technology applications and systems.
   D.
3. Course Content
   A. Information systems concepts.
   B. Communication and network concepts, systems, and applications.
   C. Internet usage; e-business systems.
   D. System infrastructure concepts.
   E. System and Application software programs and concepts.
   F. Information systems security, crime, and ethics.

G. Types of information systems and their roles in business.
H. Systems development life cycle.
I. Organization and management of structured and unstructured data using spreadsheets and database tools.
J. Practical exercises in electronic spreadsheet development.
K. Practical exercises in using database software.
L. Practical exercises in Internet technologies.
M.

4. Methods of Instruction:
Distance Education:

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.
Typical classroom assessment techniques

Exams/Tests -- Midterm, Final

Quizzes -- Weekly Quizzes

Simulation -- Hands on use of Spreadsheet, Presentation, Browser Software.

Home Work -- Essay on lecture content.

Final Exam -- Cumulative assessment of topics covered.

Additional assessment information:

Evaluation will include hands-on projects and a combination of examinations, presentations, discussions, or problem-solving assignments.

Letter Grade or P/NP

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.
A. Reading Assignments

Assigned readings from the textbook. For example:

1. Read Chapter 1, Introduction to Computers.

2. Read Chapter 2, The Internet and the World Wide Web.

B. Writing Assignments

Completion of case studies and web research and computer exercises. For example:

1. What is an information system? Write a 1 page essay.

2. Research computer security and post a description of your findings in Blackboard.

C. Other Assignments

Demonstrate basic knowledge of word processing, spreadsheets, databases, presentation, and browser software.

7. Required Materials
A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author:	Evans, M
Title:	Technology In Action Complete
Publisher:	Pearson
Date of Publication:	2017
Edition:	13

Book #2:

Author:	Adkins, H

Title:	Skills for Success with Microsoft Office 2016 Volume 1
Publisher:	Pearson
Date of Publication:	2017
Edition:	1
Book #3:	
Author:	Adkins, H
Title:	MyITLab with Pearson eText -- Access Card -- for Skills 2016 with Technology In Action
Publisher:	Pearson
Date of Publication:	2017
Edition:	13
Book #4:	
Author:	Vermaat, M.
Title:	Microsoft Office 365 & Office 2016: Introduction
Publisher:	Cengage
Date of Publication:	2017
Edition:	

B. Other required materials/supplies.