COMPUTER INFORMATION SYSTEMS 1150 (IAI BUS 902)
Introduction to Computer Information Systems
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
An overview of the computing field and its typical applications. Covers key terminology and components of computer hardware, software and operating systems. Other topics include systems development methods, management information systems, programming languages, communications, networks, application software, the Internet and career opportunities. Microcomputer applications include word processing, spreadsheet, database and presentation software. (3 lecture hours, 1 lab hour)

Instructor Note: This course uses MS Office 2013.

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

Microsoft Office System 2013
This course uses Office 2013. You will not be able to complete the course using an earlier version of this software. Your version of Office 2013 must include Microsoft Access. If it does not, you can come to campus to complete assignments that require MS Access 2013.
COURSE OBJECTIVES
1. Explain the importance of computer literacy.
2. Define the term computer and identify the basic components of a computer system.
3. Differentiate between the major types of computer storage devices.
4. Differentiate between types of computer systems and their uses.
5. Identify the types of computer software.
6. Identify the parts of the Windows desktop.
7. Demonstrate the ability to use the Windows operating system for file management.
8. Demonstrate the ability to use the following microcomputer applications: word processing, spreadsheets, database, presentation software.
9. Evaluate the various ways to connect a computer to the Internet and select an Internet Service Provider (ISP).
10. Describe how a computer owner can use antivirus software to avoid, find, and remove viruses.
11. List network devices, explain the role of each one, and indicate whether they are used on Internet or Local Area Networks (LANs).
12. List the equipment and software that can be used to work with various types of digital media.
13. Identify and define the phases in the system development life cycle.
14. Define basic database terminology such as fields, records, record types, and cardinality.
15. Describe the process of computer programming.
16. Identify and classify major programming languages.
17. Define enterprise computing and describe its key components.
18. Describe computer careers.

ASSIGNMENTS
Refer to the Course Map in the syllabus for a suggested schedule of assignments due each week. These assignments include the submittal of objective questions and a quiz for each assigned chapter of the Computing Essentials text. In addition, there are assignments that require you to submit files for Word, Excel, Access, and PowerPoint as explained in the MS Office 2013 text.

GRADING SCALE

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<tr>
<th>Grade</th>
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<tr>
<td>A</td>
<td>90-100 percent</td>
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<td>B</td>
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<td>C</td>
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SATISFACTORY/FAIL (S/F) GRADE OPTION
The S/F grade option is available to students in this course. Contact instructor or refer to syllabus for details and conditions.

INCOMPLETE POLICY
Incomplete can be granted if all conditions specified in the syllabus are met. Contact the instructor or refer to the course syllabus for details.