

Coffeyville Community College

**COMP-161-OL
COURSE SYLLABUS**

FOR

***Computer Information Systems
Fall 2019
Online***

**Instructor:
*Mrs. Darla Thornburg***

COURSE NUMBER:	COMP-161-OL
FORMAT:	8-Week, Online
COURSE TITLE:	Computer Information Systems
CREDIT HOURS:	Three (3)
TIME/DAYS:	Online
INSTRUCTOR:	Mrs. Darla Thornburg
OFFICE LOCATION:	Office 111, Weinberg Hall
OFFICE HOURS:	Please see schedule posted outside office door or call or e-mail for an appointment.
OFFICE PHONE:	620.251.7700, ext. 2122
E-MAIL:	darlat@coffeyville.edu (preferred)
LAST DAY TO WITHDRAW:	1 st 8 Week Courses: September 25, 2019. <ul style="list-style-type: none"> • Please e-mail your instructor (darlat@coffeyville.edu) and Kristin Horner (kristinh@coffeyville.edu) indicating that you wish to withdrawal from the course. The e-mail must be dated by September 25, 2019 at 11:55 p.m. CST.
PREREQUISITE(S):	None
REQUIRED TEXT:	1. <u>Digital World: Introduction to Computing</u> , Gordon, Lankisch, Muir, Seguin, and Verno. Fourth Edition. Copyright 2017.
COURSE DESCRIPTION:	In this course, students will build their knowledge of key computer concepts including the functions of the Internet and Web, computer systems and applications, and the range of ethical issues that continue to emerge technology-driven society.
EXPECTED LEARNER OUTCOMES:	Upon successful completion of Computer Information Systems, the able to: <ul style="list-style-type: none"> • Exhibit an understanding of digital technologies. (PO 1/2) • Describe and utilize Internet resources. (PO 1/2) • Examine computer hardware and peripherals. (PO 1/2) • Evaluate system software. (PO 1/2) • Evaluate application software. (PO 1/2) • Demonstrate a basic understanding of communications and network technologies. (PO 1/2) • Examine social web technologies and terminology. (PO 1/2) • Explain digital defense. (PO 1/2)

ASSESSMENT OF OUTCOMES:

Evaluation:

The final grade will be based on the following point system:

1430 points possible

A	1430-1287 points
B	1286-1144 points
C	1143-1001 points
D	1000-858 points
F	857 and below

Syllabus Exam Rule:

There is a Syllabus Exam rule in all CCC on-line classes. This means that a student must have completed the Syllabus Exam with a 100% by a certain date or they student will be administratively dropped from the class.

In Computer Information Systems Online, the date is **August 26, 2019 at 11:55 p.m. CST.** **Failure to complete the Syllabus Exam by this date and time and with a 100% will lead to the student being administratively dropped from the course.**

This course follows strict deadlines.

All due dates will be posted on the Moodle web site. All deadline times are CST (Central Standard Time).

Student Success and Accommodation Statement:

The **Student Success Center (SSC)** provides free academic support services to all Coffeyville Community College students. SSC is designed to promote and support academic growth and success for all three CCC campuses. The center is committed to offering a wide range of academic services, including one-on-one assistance from a student tutor. Students who are in need of academic accommodations should contact the Student Success Center. Weekday hours are typically 8 a.m. to 5 p.m.

Student Success Center Hours **during the Academic Fall and Spring Semesters** are Monday through Thursday from 8 a.m. till 10 p.m. and Friday 8 a.m. till 5 p.m.

Instructional support for technical education programs/courses are provided by the Learning Lab Coordinators at the respective technical campus location. Learning Labs are available for student use Monday through Friday from 8:00 a.m. till 3:30 p.m.

Academic Honesty

Coffeyville Community College expects students to display the highest level of academic and personal integrity. Academic honesty is an expectation in each and every classroom and in all course work. In addition, most instructors list specific policies regarding cheating and plagiarism in their course syllabus. Students can expect disciplinary action for failing to maintain a standard of honesty. Violations will be filed in the Vice President for Academic Services Office.

Each student is expected to do his or her own work. Any student who is suspected of borrowing another student's work, doing another student's work, or giving a student his/her work will be **dropped from the class or receive an F**.

Absolutely no tolerance!

Attendance Policy:

Not applicable for online classes.

This syllabus is subject to revision with notification to the student.

COURSE ASSESSMENT AND LEARNING ACTIVITIES SCHEDULE:

COMPUTER INFORMATION SYSTEMS

Exhibit an understanding of digital technologies. (PO 1/2)

1. Recognize the types of digital devices available today.
2. Differentiate the four categories of computers and how technological convergence has impacted the functions of computers
3. Describe how digital devices are being used and how digital devices provide various career opportunities.
4. Explain the information processing cycle and identify and differentiate data and information.

Describe and utilize Internet resources. (PO 1/2)

5. Describe how the Internet and the Web have changed the ways in which people interact with each other.
6. Describe the Internet and the web in terms of the Internet's infrastructure and the web's phases of evolution.
7. Identify the services, equipment, and software you need to connect and browse the Internet.
8. Describe the organization of web pages and how they are accessed.
9. Distinguish between appropriate and the inappropriate use of intellectual property and copyright as they apply to the web.
10. Differentiate between the three types of e-commerce.
11. Compare various Internet services and applications such as email, instant messaging, and audio and video conferencing.

Examine computer hardware and peripherals. (PO 1/2)

12. Identify the major types of digital devices.
13. Recognize the components that make up a digital device and give an example of each part of a digital device.
14. Identify and differentiate input and output devices that are used with today's digital devices.
15. List the components to assess and factors to consider when purchasing a digital device.

Evaluate system software. (PO 1/2)

16. List tasks performed by system software, describe the steps performed by the operating system in starting your computer, and outline the history of operating system development.
17. Explain platform dependency and differentiate the popular operating system packages in use today.
18. Describe tasks the operating system performs, list system maintenance utilities that are included in an operating system package, and explain how to send the computer to sleep or shut it off.
19. Explain the differences between an operating system for a PC and an operating system for a tablet or smartphone and list the common mobile operating systems in use today.

Evaluate application software. (PO 1/2)

20. State the role of application software.
21. Discuss the role of major categories of application software with examples of products in each category.
22. Describe how software is created, obtained, and priced.
23. Explain how software products can use content created in other software products.

Demonstrate a basic understanding of communications and network technologies. (PO 1/2)

24. Differentiate the use of networks to share data and computing resources in the workplace and at home.
25. List the components in a communications system and describe the types of signals and typical transmission speeds that travel over the system.
26. Recognize types of wired transmission media and list wireless transmission systems in use today.
27. Explain the role that network standards and protocols play in communications and give examples of commonly used wired and wireless networking standards.
28. Describe the three characteristics used to classify networks and give examples of typical network classifications.
29. Identify and differentiate among various networking devices and software that enable you to send and receive data.
30. State the reasons why network security is important and give an example of a security device.
31. Summarize trends that affect the future of networking.

Examine social web technologies and terminology. (PO 1/2)

32. Explain the social web phenomenon and its impact on how our society functions.
33. Examine the past, present, and future of social technology and how our lives have changed through this development.
34. Identify a blog and explain the uses of blogs in today's workplace and personal settings.
35. Describe the development, growth, and trends of social networking.
36. Explain how social bookmarking works and identify three different services.
37. Identify the role of wikis and explain how people are using wikis in the social web.
38. Explain the role of media sharing and provide examples of how it is being used.

Explain digital defense. (PO 1/2)

39. Describe the risks associated with operating a computer connected to a network and the Internet and list the tools you can use to protect your computer devices and data from those risks.
40. Explain the steps to secure a home network, the various types of personal computer or mobile device malware, and methods used to obtain personal information from individuals.
41. Recognize security risks associated with mobile devices and with storing data in the cloud and give examples of tools and services to safeguard those devices and data.
42. Identify hardware and software tools and strategies used by organizations to secure corporate networks and prevent loss of data.
43. List security defenses that both organizations and individuals should adopt to prevent cyberattacks and data loss or theft.

Learning Activities Schedule:

- This course follows strict deadlines.
- Work ahead to avoid unforeseen conflicts.
- NO EXTENSIONS WILL BE GIVEN.
- All times are CST (Central Standard Time)

MONDAY, AUGUST 26, 2019 BY 11:55 P.M. CST

1. Course Information/Maintenance	1. Introduction – Welcome Forum 2. Read Start Here Information 3. Read Course Syllabus 4. Read Schedule/Due Dates 5. Read Semester Certification Date 6. Read Extra Credit 7. Complete the E-mail Assignment 8. Complete Syllabus Exam – MUST EARN A 100% OR YOU WILL BE DROPPED FROM THE COURSE
-----------------------------------	---

MONDAY, SEPTEMBER 2, 2019 BY 11:55 P.M. CST

You will NOT GAIN ACCESS to the following course information until you have earned a 100% ON THE SYLLABUS EXAM.	
1. Chapter 1: Digital Technologies: Exploring a Wealth of Possibilities 2. Chapter 2: The Internet: Gateway to a World of Resources	1. Read Chapters 1 and 2 in textbook. 2. Complete essay #1 – Plagiarism and Academic Integrity. 3. Complete essay #2 – Touchscreens. 4. Complete essay #3 – Email Privacy. 5. Complete Exam 1.

MONDAY, SEPTEMBER 16, 2019 BY 11:55 P.M. CST

1. Chapter 3: Computer Hardware and Peripherals: Your Digital Toolbox 2. Chapter 4: System Software: The Control Center of Your Computer	1. Read Chapters 3 and 4 in textbook. 2. Complete essay #4 – Exploring Data Storage. 3. Complete essay #5 – Accessibility Options 4. Complete Exam 2.
---	--

MONDAY, SEPTEMBER 30, 2019 BY 11:55 P.M. CST

1. Chapter 5: Application Software: The Key to Digital Productivity 2. Chapter 6: Communications and Network Technologies: Connecting Through Computers	1. Read Chapters 5 and 6 in textbook. 2. Complete essay #6 – Google Apps. 3. Complete essay #7 – Smart Home. 4. Complete Exam 3.
--	---

WEDNESDAY, SEPTEMBER 25, 2019 BY 11:55 P.M. CST

Last day to drop course	Last day to drop a Summer II course. E-mail your instructor at darlat@coffeyville.edu AND the Registrar's office at kristinh@coffeyville.edu and indicate you wish to drop the class.
--------------------------------	--

MONDAY, OCTOBER 7, 2019 BY 11:55 P.M. CST

<ol style="list-style-type: none">1. Chapter 7: The Social Web: Opportunities for Learning, Working, and Communicating2. Chapter 8: Digital Defense: Securing Your Data and Privacy	<ol style="list-style-type: none">1. Read Chapters 7 and 8 in textbook.2. Complete essay #8 – CCC Social Media.3. Complete essay #9 – Risks of Public Wi-Fi.4. Complete Exam 4.
--	--

TUESDAY, OCTOBER 8, 2019 BY 11:55 P.M. CST

<ol style="list-style-type: none">1. FINAL	Comprehensive Final Exam
--	---------------------------------

OTHER IMPORTANT INFORMATION:

Last Day To Withdraw:

1st 8 week courses: September 25th
Full semester courses: November 1st
2nd 8 week courses: November 22nd

Fall 2019 Main Campus Final Schedule

REGULAR CLASS TIME	FINAL EXAM DATE & TIME
8:00 AM MWF	8:00 – 9:40 Tuesday, 12/10
9:00 AM MWF	10:00 – 11:40 Wednesday, 12/11
10:00 AM MWF	10:00 – 11:40 Monday, 12/9
11:00 AM MWF	12:00 – 1:40 Tuesday 12/10
12:00 PM MWF	12:00 – 1:40 Wednesday, 12/11
1:00 PM MWF	2:00 – 3:40 Monday, 12/9
2:00 PM MWF	2:00 – 3:40 Tuesday, 12/10
3:00 PM MWF	4:00 – 5:40 Wednesday, 12/11
7:30 AM TR	8:00 – 9:40 Wednesday, 12/11
9:00 AM TR	8:00 – 9:40 Monday 12/9
10:30 AM TR	10:00 – 11:40 Tuesday, 12/10
12:00 PM TR	2:00 – 3:40 Wednesday, 12/11
1:30 PM TR	12:00 – 1:40 Monday, 12/9
3:00 PM TR	4:00 – 5:40 Tuesday, 12/10

FINALS FOR TECHNICAL PROGRAM CLASSES, EVENING CLASSES AND ONE CREDIT HOUR COURSES ARE ON THE LAST SCHEDULED DAY OF CLASS. ALL OTHER CLASSES WILL SCHEDULE FINAL EXAMS BY ARRANGEMENT.