

# Computer Information Systems 100 – Fundamentals of Information Systems and Technology - Winter 2008

<b>Instructor</b>	Dr. Bret R. Ellis	<b>E-mail</b>	ellisb@byuh.edu
<b>Phone</b>	675-3472 (office), 293-1698 (home), 330-9206 (cell)	<b>Office Hours</b>	M-F, 8 a.m. – 5 p.m. or via e-mail (7 x 24)Contact office staff at x3470 for an appointment
<b>Office</b>	GCB 119A	<b>T.A.</b>	Amelia (Mia) Taufa – ataufa@byuh.edu

Text:

- ❑ Information Systems Technology, Ross A. Malaga, Prentice Hall, ISBN 0-13-049750-9
- ❑ Various articles located on the CIS 100 Blackboard site.

## Course Goals:

Information Systems is composed of a wide variety of career choices, with its own unique language, that continually changes. The primary goals of this course are to introduce the student to the language of information systems, to begin understanding the role of technology in our world today, to explore career opportunities, and to be aware of tools that will help the student adapt to changes in Information Systems.

This course fulfills the two of the course specified in the “[Model Curriculum and Guidelines for Undergraduate Degree Programs in Information Systems](#).” These courses are IS 2002.1 – Fundamentals of Information Systems and IS 2002.2 – Electronic Business Strategy.

## Learning Objectives:

- ❑ This course is prerequisite to many of the core Information Systems courses. Click this link; [IS 2002 Course Learning Unit Goals](#) to see the goals for this course as well as the other courses in Information Systems. In this course, students will be introduced to essential Information Technology concepts. Courses that follow this class will provide more in-depth discussion, practice and testing for mastery of the concepts and applications. Following the completion of this course, the student should be able to:
  - 1 – Describe the major characteristics of the digital world.
  - 2 – Identify the major hardware components of modern personal computers and their functions.
  - 3 – Identify the different types of software and their roles, including basic programming elements.
  - 4 – Define database management systems and describe their various functions.

- 5 – Identify the components and roles of a telecommunication system.
  - 6 – Identify and describe the major Internet applications.
  - 7 – Describe the basic e-business models.
  - 8 – List the steps in the traditional Systems Development Life Cycle.
  - 9 – Explain how information systems can help organizations achieve a strategic advantage.
  - 10 – Describe the main components of an information systems security plan.
  - 11 – Describe the types of careers available in Information Systems. Sign up for Y-careers.
  - 12 – As a group, research and write a series of management reports that propose solutions to typical management requests in business.
- The basic objective of this course is to provide an introduction to the field of management information systems. Areas covered will be organizations, management, technical foundations of information systems, communications, networks, and the Internet, building information systems, management and organizational support systems, and managing information systems.
  - Following the course, the student should be able to associate other reading and conversation with material in the course and create relationships to what they have learned.

### Requirements:

- **Course Pre-test and Post-test** – At the beginning and ending of the semester you will be asked to take a 100 question, multiple choice exam. This exam consists of randomly selected questions from the textbook test bank. Students who score above a yet to be determined score on the pretest will have the option of using this score as their final grade for the course and will not need to attend class for the remainder of the semester. By taking the pre-test and post-test you automatically receive a total of 10% of your grade, regardless of your score.
- **Class Attendance** – You are required to attend class on its assigned day and time. Attendance will be taken as participation points. There will be a certain day in which attendance points will be given to those who make it on time for the beginning quiz and who stay for the quiz at the end of the class activities. On other days attendance points will be solely based on your participation in the various activities that are assigned. Your attendance in this class is very vital to your learning, preparation for your final and a good grade, so don't miss out! Attendance points will be worth 10% of your grade.
- **Chapter Reading and Class Participation** – Each assigned chapter and supplementary reading must be done before the class period assigned. “You can't fake reading in this class!” There are two ways to succeed in this course. 1. Carefully read the assigned chapter before the date due and complete the quizzes, group discussion questions and management reports as assigned. Or 2. Skim or don't read the chapter, spend multiple times trying to get a good score on the quiz, re-read portions of the chapter to be able to answer the

discussion questions as a group and re-read, again, portions of the chapter to write the management report. The first method takes longer in the beginning but the time on the quizzes, discussion questions, and management paper will be much shorter, will be a better experience and a better grade.

- ❑ **End of Chapter Quizzes** – At the conclusion of each chapter you will take a short quiz combined with multiple choice and true or false questions, via the course Blackboard, to test your understanding of the chapter material. These quizzes can be taken as many times as want, until the deadline. However, the last quiz taken will be the recorded score. Each time a quiz is opened new questions are drawn randomly from a test bank of 50 questions all together. Chapter quizzes are worth 10% of your grade.
- ❑ **Management Reports** – Four chapters will have an associated management report. These reports will provide “real world” examples that will help you to understand and apply the material you are studying. Typical case development strategies will be used and you will evaluate other members of your group as part of the report. The reports are worth 20% of your grade.
  - There are two parts to the Management Reports, a draft that is worth 10 points and a revised, final report worth 10 points. After the reports are submitted, we will review the solution to the case. I will grade your papers based upon a) correct use and application of chapter material and other resources to solve the case (60%), b) good management report – formatting/style (10%), c) correct spelling, punctuation, etc. (10%), and d) evaluations from group members (20%)
- ❑ **Discussion Questions** – For each chapter, you will be asked to participate in a chapter discussion questions in your assigned groups. For each chapter, your group will be required to provide a response to each of the questions assigned. This exercise is designed to help you incorporate the material you have learned in the chapter and to apply them to real world issues. To get the full ten points you need to work together as a group and come up with responses that answer the question and can be related to a real world issue. Group chapter discussions are worth 5% of your grade.
- ❑ **Course Portfolios** – It is required that you keep a portfolio of notes containing all of the activities completed during each class period as well as your own notes and research done on your own time for each chapter. You will be allowed to use your portfolio during the preparation time of your final exam. There will be milestone check-ups on your portfolio as well as on your preparation for the final exam. Course Portfolios are worth 5% of your final course grade.
- ❑ **Midterm Exams** – Consists of 50 multiple choice questions. Each question is worth 1 point. Questions come from the class lectures/presentations, textbook, videos and outside assigned reading. The midterm exams (2) are worth 20% of your course grade.
- ❑ **Final Exam** – The final exam is an oral exam and is designed to test your own knowledge of the concepts and terms that were taught throughout the semester. It will also test your presentation skills as you are given a term or concept to present in 2-3 minutes with a 30

minute preparation time. You are allowed to use your portfolio of notes to write up your presentation talk; however during the presentation you are only allowed to use a note card of your notes provided by the instructor that you create during your preparation time. The final exam is worth 20% of your course grade.

**Resources:**

- ❑ Blackboard will be used for providing course information, course announcements, additional reading, submitting homework, and grade review.

**Evaluation:**

- ❑ Course Pretest and Post-test, 10%
- ❑ Class attendance, preparation and participation, 10%
- ❑ Chapter Management Reports, 20%
- ❑ Course Portfolios, 5%
- ❑ End of Chapter Quizzes, 10%
- ❑ Discussion Questions, 5%
- ❑ Midterm (2) Exams, 20%
- ❑ Final Exams, 20%

A 94-100%	B+ 87-89	C+ 77-79	D+ 67-69	F 59 and below
A- 90-93	B 84-86	C 74-76	D 64-66	
	B- 80-83	C- 70-73	D- 60-63	

Class Absences – Because of the nature of the class we will only meet a few times in the classroom. It is very important that you are in class on those days. For excused absences (university sponsored events and illness, with a doctors note), I will provide a make-up work with a deadline. Unexcused absences (sleeping in, early flights for vacations and other activities) will result in a 0 for the assignments and/or attendance for that day.

Cheating – Using another person’s work, whether it’s a current student’s work, a previous student’s work or from the Internet, without attributing credit to them is cheating. It’s called cheating because it cheats you from the learning that can occur and it cheats the person whose work you are using from credit they deserve. Student caught cheating will be punished by receiving at least an “F” for the assignment and possibly an “F” for the course. Student’s who cheat but are not caught will be punished at a later date.

Class disruptions – Arriving late to class, use of cell phones, talking to other classmates, etc., disrupt the class. Penalties for class disruption will be discussed in class.

Special Needs - Brigham Young University-Hawaii is committed to providing a working and learning atmosphere, which reasonably accommodates qualified persons with disabilities. If you have any disability that may impair your ability to complete this course successfully, please contact the students with Special Need Coordinator, Leilani A'una at 293-3518. Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures. You should contact the Human Resource Services at 780-8875.

Preventing Sexual Harassment - Title IX of the education amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including Federal loans and grants. Title IX also covers student-to-student sexual harassment. If you encounter unlawful sexual harassment or gender-based discrimination, please contact the Human Resource Services at 780-8875 (24 hours).

**Class Schedule:**

Please see the class schedule within Blackboard for the most up-to-date schedule.