



COURSE SYLLABUS

COURSE TITLE: INTRODUCTION TO
INFORMATION SYSTEMS

TERM & YEAR:

COURSE & SECTION NUMBER: CSIT 103

TIME & PLACE:

NUMBER OF CREDIT HOURS: 3-0-3

INSTRUCTOR:

OFFICE LOCATION/HOURS:

OFFICE PHONE:

EMAIL:

COURSE DESCRIPTION: An introduction to the concepts of Information Systems including history, terminology, principles, and use of computers in solutions in business, scientific and educational decision-making problems. The emphasis of the course is topics in human-computer interaction and human factors, collaborative technologies, ethics, privacy, and ownership of information and information sources, information representation, the information life cycle, and the transformation of data to information. The relationships to the other main areas of computing such as Information Technology, Computer Engineering, Software Engineering, and Computer Science are explored. Hands on assignments in Word Processing, Spreadsheet Analysis, Database, Presentation Graphics, and collaboration software.

PREREQUISITES: N/A

REQUIRED TEXT: Vermaat et al. (2017) *Enhanced Discovering Computers*, 1st edition. Cengage-Course Technology:

Required – Option 1 or 2 below:

OPTION 1: paperback, ISBN-10: 1305657454, ISBN-13: 9781305657458

OPTION 2: Loose-leaf, ISBN-10: 1337251879, ISBN-13: 9781337251877

REFERENCES:

OTHER MATERIALS:

LEARNING OUTCOMES: Upon completion of this course, the student should be able to:

1. Explain how the input, processing, output, and storage components of an information system work together to create an information system.
2. Describe the languages used by computers in system software, application software, computer networks, and the Internet.
3. Productively apply computer skills in word processing, spreadsheet, database, presentation software, and collaboration technologies.
4. Discuss digital safety, security, and ethics including computer crime and the impact of computers on society.

COURSE REQUIREMENTS:

ATTENDANCE/PARTICIPATION: Indicate your class attendance policy. (Remember that for Trine University to receive federal financial aid for its students, faculty are expected to take roll and be able to verify when students are and are not attending class.)

You are expected to attend all classes. Your attendance record affects your grade in class. Per department policy, every three unexcused absences will result in the lowering of your grade by one letter. Excused absences require a doctor's note (or other acceptable documentation) for sickness or may be a pre-approved university sponsored event. If you miss a class, it is your responsibility to get notes and materials that were handed out. Arrangements for ANY makeup work must be made in advance or you will receive a zero for the work.

GRADING / EVALUATION: Indicate your grading procedure and the type of evaluations you plan to use.

OTHER POLICIES: You may wish to indicate policies such as the consequences of academic misconduct, methods of communication, student expectations, instructor expectations and any other policy that needs to be clarified at the beginning of the course.

OTHER POLICIES:

ACADEMIC MISCONDUCT

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

PLAGIARISM

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

E-DEVICE POLICY

Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

DIGITAL MEDIA DEVICES

Our learning environment, including classrooms and public lecture halls, should be free from disruptions from personal communication and media devices. In such settings, cell phones and all other such devices must be turned off. Camera cell phones must be turned off in locker rooms and other such private places. The use of a computer in the classroom is a privilege, not a right. The student must understand (and resist) the temptation to "surf the 'net'" or engage in ANY activity not related to the classroom topic and discussion. Violations of the Trine University Information Technology Security Policy may result in disciplinary action by the University.

ADDITIONAL INFORMATION: You may wish to include other information here. Include information that you would repeat in lessons, practices, policies, etc.

ACADEMIC RESOURCES:

There are several academic services that may be useful to you during the semester along with the library and assistance with digital resources that can found in the University Center LINK.

The links to information here include:

- *Writing Center:*
- *Math Help Sessions:*
- *Study Sessions:*
- *Parent and Family Support and Parent Newsletter:*
- *Accessibility and Accommodations:*

They are accessible on one page at the following link:

<https://www.trine.edu/academics/success/academic-support-services.aspx>