



# CIS 105: Computer Applications and Information Technology

## Overview

This is an introductory course with a dual focus: one focus on organizations and another focus on the individuals who work for them. At the individual level, we will examine how business decision making can be improved when supporting technologies like spreadsheets are leveraged. From the organizational perspective, we will cover strategic analysis frameworks and business strategies that can be fine-tuned for competition in an increasingly digitally transformed world. We will cover practical decisions you will deal with in many different personal and professional business settings. You will build models in spreadsheet software that serve to help you analyze problem situations in a completely new light.

## What You'll Learn

- Use a dual focus approach to study information systems from both tactical and organizational viewpoints
- Understand the limitations cognitive biases can inflict on individuals
- Describe industry competition in an age of digital transformation
- Debate how well digitally transforming industry competitors are positioned for sustained advantage
- Leverage this first course in business to understand the exciting career paths available now – and those that may be created as digital transformation continues at break-neck pace

## How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the [technical requirements](#).

Knowledge of basic Excel functionality will be very helpful in setting you up for success in this course.

**This course is part of the [Applied Business Analytics Certificate](#).**

## Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Computer/Statistics/Quantitative Applications (CS) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of "C" or better. You have one year to add the course to your transcript.

## Exams and Grading

**30%**

**Content Mastery Exercises**

**20%**

**Quizzes**

**20%**

**Midterm Exam**

**30%**

**Final Exam**

# CIS 105: Continued

## Materials

This course makes use of open educational resources (OERs) provided within the course, **no purchase necessary**.

## Graded Assignments

Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

**Content Mastery (30%):** There are 12 content mastery exercises. Each content mastery set includes 10 interactive exercises that you must answer to receive credit. The content mastery exercises are open book and you may answer the questions as many times as needed to get them right.

**Quizzes (20%):** There are seven quizzes and each quiz is open book. The quizzes are multiple choice and based on the week's readings, lectures, and video materials. You may take a quiz at any time during the week but must complete it by the stipulated deadline.

**Midterm Exam (20%):** The midterm exam is closed book, not proctored, and covers content from weeks 1-3.

**Final Exam (30%):** The final exam is closed book, **proctored**, and covers content from weeks 4-7.

## Course Communication

All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

## Additional Information

If you have questions about Universal Learner Courses and how they work, please visit [ea.asu.edu](http://ea.asu.edu) or contact our support team at [ulcourses@asu.edu](mailto:ulcourses@asu.edu).

## Instructor led Version

### Time Commitment

This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

### Assignment Deadlines

Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

# CIS 105: Continued

## Self paced Version

### Time Commitment

The work in this course is equivalent to an eight week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit.

### Course Resets

Self paced courses cannot be reset. If you are not happy with your grade and want to take the course again, you have two options: you may take the course the next time it is offered in an instructor led format or wait until a new version of the self paced course opens at the beginning of every academic year on the first day of class in August.

### Transcript

You will be able to add the course to your transcript **six weeks after enrolling**. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you **completed** the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at [ulcourses@asu.edu](mailto:ulcourses@asu.edu).