

## Crafton Hills College Course Outline

1. **Discipline:** Computer Information Systems
2. **Department:** Information Technologies
3. **Course Title:** Introduction to Computer and Information Technology
4. **Course I.D:** CIS 101
5. **Prerequisite(s):** None  
**Corequisite(s):** None  
**Departmental Recommendation(s):** None

6. **Semester Units:** 3

7. **Minimum Semester Hours:**

**Lecture:** 48    **Lab:** 0    **Clinic:** 0    **Field:** 0

8. **Need for the Course:**

A basic understanding of information technology and computers and their impact on society is critical to job and personal success. In order for students to be successful in a chosen occupation or an educational pursuit, they must be familiar with the applications and uses of computers and information. This course fulfills Associate in Science degree and/or certificate requirements in Computer Information Systems. Transfers to CSU and UC.

9. **Goals for the Course:**

This course serves as an introduction to computer and information technology for all students. It is intended to provide an overview of computer and information technology as well as an introduction to the use of various computer software applications. This course is appropriate to the college's mission in that it is part of a complete vocational education program leading to employment.

10. **Catalog Description:**

Introduction to computer and information technology including the history, terminology, components and operation of computer systems. Includes an overview and use of selected software including spreadsheets, presentation applications, operating systems, word processors and databases. Discussion of the impact of computers in society and the work place. No previous computer background is required. This course also offered as BUSAD 230.

11. **Schedule Description:**

Introduction to computer and information technology. Includes an overview and the use of computer software including word processing, spreadsheets, presentation applications and databases. No previous computer experience is required. This course also offered as BUSAD 230.

CIS 101

Page 1 of 3

Last Updated: 10/30/2003

Board Approved: 2/12/04

Semester Effective: Fall 2004

**12. Entrance Skills:**

- A. Requisite Skills:** None
- B. Recommended Skills:** None

**13. Course Objectives:**

**Upon satisfactory completion of the course, students will be able to:**

- A.** Identify and describe basic computer system components.
- B.** Describe the purpose of an operating system.
- C.** Compare and contrast operating system software, application software and utility software.
- D.** Explain the boot process of a personal computer.
- E.** Use appropriate formatting to create a word processed document.
- F.** Design and construct a spreadsheet and related graph to solve a particular problem.
- G.** Design and create a relational database table, query and report.
- H.** Identify and describe basic computer programming concepts.
- I.** Identify and describe basic computer network terms.
- J.** Evaluate, select and use the appropriate software application to complete a particular task.
- K.** Research a topic and select the appropriate application to communicate their findings in both an oral and written format.

**14. Representative Texts and Instructional Materials:**

Parsons, O. (2003). *Computer Concepts (6<sup>th</sup>) Edition*. Boston, MA: ITP.

Pffaffenberger, B. (2003). *Computers in Your Future*. Boston, MA: ITP.

Beekman, G. (2003). *Computer Confluence Business Edition (4<sup>th</sup>) Edition*. Upper Saddle River, NJ: Prentice Hall.

Shelly, G., & Cashman, T. (2003). *Discovering Computers 2004*. Boston, MA: ITP.

Shelly, G. & Cashman, T. (2003). *Microsoft Office XP*. Boston, MA: ITP.

Parsons, O. (2003). *New Perspectives on Office XP*. Boston, MA: ITP.

**15. Course Content:**

- A.** Using Computers
  - 1. Input
  - 2. Output
- B.** Software and Multimedia
  - 1. Software basics
  - 2. System software
  - 3. Application software
- C.** Documents, Worksheets, Presentations and Databases
  - 1. Documents and word processing
  - 2. Spreadsheets and worksheets
  - 3. Database concepts

- 4. Presentation concepts and applications
- D. Computer files and data storage
  - 1. Data and files
    - a. Computer files
    - b. Naming conventions
    - c. Executable files
  - 2. File manager utility software
  - 3. Disks, tapes, CDs and DVDs
- E. Computer Architecture
  - 1. Digital electronics
  - 2. Memory
  - 3. Central Processing Unit
- F. Local Area Networks and E-mail
  - 1. Local Area Networks (LANs)
  - 2. Network hardware
  - 3. Network software
- G. The Internet
  - 1. How the Internet works
  - 2. Web browsers
  - 3. Web sites
  - 4. Research using the Internet
- H. Data Security
- I. Data representation
  - 1. Information theory
  - 2. Graphics and video
  - 3. Sound
  - 4. Data compression
- J. Communication systems
  - 1. Data communications
  - 2. Communication channels
  - 3. Communication systems
- K. Information systems in organizations
- L. Developing an effective information system

**16. Methods of Instruction:**

This course will combine lecture, class discussions, computer-aided presentations, web-based presentations and activities, collaborative (group involvement) work and computer lab participation.

**17. Assignments and Methods of Evaluation:**

Students will complete a variety of exercises, application projects and examinations.

|                           |         |
|---------------------------|---------|
| Projects and exercises:   | 30 -50% |
| Examinations:             | 20 -30% |
| Quizzes                   | 0 - 10% |
| Collaborative Group Work: | 10 -30% |

**18. Distributed Education Methods:** None