

## COURSE OUTLINE

### **Computer Science/ Information Systems 100 Computer Concepts**

#### **I. Catalog Statement**

CS/IS 100 is a survey course designed to introduce concepts and applications to students with no previous exposure to computing. It is directed toward students who want a single survey course in computer concepts, and who may be using a computer in a work situation.

Total Lecture Units: 3.0

Total Laboratory Units: 0.0

**Total Course Units: 3.0**

Total Lecture Hours: 48.0

Total Laboratory Hours: 0.0

Total Laboratory Hours To Be Arranged: 0.0

**Total Faculty Contact Hours: 48.0**

Recommended preparation: Eligibility for BUSAD 106

Note: This course is not intended for CIS, IT or CS majors and may not be taken for credit by students who have completed Computer Science/Information Systems 101.

#### **II. Course Entry Expectations**

Prior to enrolling in the course, the student should be able to:

- communicate effectively both orally and in writing in the english language;
- solve problems and accomplish tasks through written communication.

#### **III. Course Exit Standards**

Upon successful completion of the required coursework, the student will be able to:

- explain the concept of a network;
- identify hardware and software needed to create a network;
- describe the Internet and Internet services;
- explain organizational implications of the Internet;
- describe distinctions between system software and application software;
- explain common functions of system software;
- use word processing, spreadsheet, database, and presentation software to examine, communicate and solve basic business problems.

#### IV. Course Content

**Total Faculty Contact Hours = 48.0**

- A. Introduction to Computers, Their History and Contemporary Uses **(3 hours)**
- B. Computer Problem **(3 hours)**
  - 1. Solving capacities
  - 2. Jargon
  - 3. Current trends
- C. Computer Ethics **(3 hours)**
  - 1. The threat to personal privacy
  - 2. The threat to individuality
- D. Computer Hardware **(6 hours)**
  - 1. Central Processing Unit (C.P.U.)
  - 2. Input, Output, and Memory devices
  - 3. Microprocessors
- E. Applications Software and Personal Computers **(3 hours)**
- F. Word Processing **(10 hours)**
  - 1. Principles
  - 2. Sample software
- G. Spreadsheets **(10 hours)**
  - 1. Principles
  - 2. Sample software
- H. File Managers **(10 hours)**
  - 1. Principles
  - 2. Sample software

#### V. Methods of Instruction

The following methods of instruction may be used in the course:

- lecture/demonstration;
- interactive discussion;
- hands-on activities and exercises;
- online activity based projects.

#### VI. Out of Class Assignments

The following out of class assignments may be used in the course:

- written and hands-on computer activities (e.g. using word and excel for specific tasks);
- online activity based projects or research projects (e.g. researching current computer trends and current problems with computing technology.)

## **VII. Methods of Evaluation**

The following methods of evaluation may be used in the course:

- quizzes;
- midterm examinations;
- lab assignments;
- final examination; written, application, and performance.

## **VIII. Textbook(s)**

O'Leary, T. *Computing Essentials 2015 Introductory & Microsoft Office 2013*.  
Boston: McGraw-Hill Publishing, 2014. Print.  
10th Grade Textbook Reading Level. ISBN: 9781259345500

## **IX. Student Learning Outcomes**

Upon successful completion of the required coursework, the student will be able to:

- apply basic computer concepts and terminology;
- use the Windows operating system;
- use word processing, spreadsheet, database, and presentation software for simple tasks and basic applications.