COURSE OUTLINE

COMPUTER SCIENCE/INFORMATION SYSTEMS 100
Computer Concepts

I. Catalog Statement

Computer Science/Information Systems 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.
Units – 3.0
Lecture Hours – 3.0

Recommended preparation: Eligibility for English 120, BUSAD 106, or ESL 151

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

II. Course Entry Expectations

Skills Level Ranges : Reading 5; Writing 4; Listening/Speaking 4; Math 3.

Prior to enrolling in the course, the student should be able to:
1. read and understand textbook information and instructions;
2. comprehend information and instructions presented in class lectures and demonstrations.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
1. understand basic computer concepts and terminology;
2. use the Windows operating system;
3. use word processing, spreadsheet, database, and presentation software for simple tasks and basic applications.

IV. Course Content **Total Contact Hours = 48**

A.	Introduction to computers, their history and contemporary uses	3 hours
B.	Computer Problem-solving Capacities, jargon and current trends	3 hours
C.	Computer ethics	3 hours
	1. The threat to personal privacy	
	2. The threat to individuality	
D.	Computer hardware - a description of the C.P.U.; input, output, and memory devices; and microprocessors	6 hours
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 Presentation

The following instructional methodologies may be used in the course:
1. lecture/demonstration;
2. interactive discussion;
3. hands-on activities and exercises;
4. online activity based projects.

VI. Assignments and Methods of Evaluation

1. Reading
2. Class assignments—written and hands-on computer activities
3. Lab assignments
4. Final examination; written, application, and performance

VII. Textbooks

O'Leary, T. Computing Essentials 2012 Complete & Microsoft Office 2010 1st Ed
Boston: McGraw-Hill Publishing, 2012.
10th Grade Textbook Reading Level. ISBN: 0-07-791224-6

VIII. Student Learning Objectives

Upon successful completion, the student will be able to:

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