Discipline Code
CISQ

Course Number
1103

Course Title
Introduction to Computer Information

Catalog Description
(F, S, SU) An orientation to the terminology and application of computers and the Internet. Commercial software packages will include Windows, word processing, spreadsheet, business presentations and database applications. This course will satisfy the hands-on computer requirements of most degree plans. Basic keyboarding skills required, plus a minimum score of 25% on the pre-assessment test(s).   (Outside lab time will be required).

Prerequisites
None.

Credit Hours
3 credit hours

Contact hours
45 Lecture/Lab Hours

Load hours
3 load hours

Semesters Offered
Fall, Spring & Summer

ACTS Equivalent
CPSI 1003

Grade Mode
A-F

Learning Outcomes
Students completing this course will:
- Define different concepts, conventions, and terminology associated with the modern computer.
- Create professional documents, electronic spreadsheets, databases, and presentations as needed in business environments.
- Model the computer skills, attitudes, and critical thinking skills necessary for the attainment of academic and career goals.
- Log onto a computer
- Save and open documents
- Browse the internet
- Demonstrate familiarity with the standard Windows interface.
- Demonstrate the use of computer software in a socially responsible manner.
- Identify and discuss the devastating social effects of computer viruses and how to be proactive in preventing virus spread.
- Identify the different jobs and careers that require computer skills.

General Education Outcomes Supported
- Students develop higher order thinking skills.
- Students can utilize basic computer skills.
- Students can employ a variety of sources to locate, evaluate, and use Information.

Standard Practices
Access to a Windows computer on campus or remotely.

Topics list
- Basic computer hardware information – appearance, purpose and basic explanation of processes used
- Familiarization with the Windows Operating System and file management
- Introduction to current application software
- Multi-media: video and sound – reproduction and manipulation
- PC purchasing guidelines - components and determining best fit for your needs
- Computer use in the workplace/marketplace

Learning activities
- Pre and Post exams
- Assignments, exams, and/or projects to verify student core outcomes
- This course requires additional work that may need to be completed out of class or in a virtual or on-campus lab.

Assessments
Pre and Post software application tests to be used for general education assessments.

Grading guidelines
- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 & below