CISQ 1103 Introduction to Computer Information Systems (F,S,SUM)

Catalog Description
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.   (Outside lab time will be required.)

Prerequisites
Minimum keyboarding skills of 25 wpm plus minimum score of 25% on the pre-assessment exam and basic hands-on familiarity with a Windows based computer. Students will be given a pre-test during first class meeting.

Credit Hours: 3

Target Audience
Designed to meet requirements for a hands-on computer course for all students. Provides the student with an introduction to word processing, database, spreadsheet, and Windows. The course will transfer directly to the University of Arkansas.

General Course Objectives
- To offer curriculum and instructional methods that support student learning.
- To develop in each learner the skills and attitudes necessary for the attainment of academic and career goals.
- To develop in each learner the enjoyment of learning and the lifelong pursuit of knowledge.

Core Course Objectives
A successful student will be able to log onto a computer, save and open documents, use e-mail, browse the World Wide Web and have familiarity with the standard Windows interface. The student will learn concepts, conventions and terminology associated with the modern computer.

Required Texts and Student Resources
New Perspectives on Microsoft Office 2003 w/SAM 03 3.0 PB, 2nd Edition, Shaffer. Publisher: TL/Course Technology: 2006. ISBN 1-4188-2050-4.

Required Software
SAM ^{2003} and TOM, Course Technology (book and software are usually bundled together)

Topics Covered
- Basic computer hardware information – appearance, purpose and basic explanation of processes used
- Familiarization with the Windows Operating System and file management
- E-mail and World Wide Web
- Use of basic windows applications
- Introduction to software 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

Required Assessment
Pre and Post assessment exams using SAM[2003] software.

Resources
General Student Access Lab