

NorthWest Arkansas Community College
Business & Computer Information Systems Division
Computer Information Department Course Outline

**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 week of class. Any student with a composite score below 25% will be requested to meet with their instructor or advisor.

Credit Hours/Contact Hours/Load Hours

3/3/3

Target Audience /Transferability

Designed to meet requirements for a hands-on computer course for all students. Provides the student with an introduction to word processing, spreadsheet, database, and presentation software and the Windows Operating System.

Student Learning Outcomes

Students completing this course will:

- Define different concepts, conventions, and terminology associated with the modern computer.
- Develop professional documents, electronic spreadsheets, databases, and presentations as needed in business environments.
- Develop 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 World Wide Web
- Have 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.

Topics

- 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

Forms of Assessment

Pre and Post assessment exams using electronic testing software, quizzes, homework assignments, and case projects.

Rev. 7/2019