



EFFECTIVE: SEPTEMBER 2002

CURRICULUM GUIDELINES

A: Division: **Instructional** Date: **DECEMBER 2001**
B: Department/ **Commerce & Business Admin.** New Course Revision
 Program Area: **Computer Information Systems**
 If Revision, Section(s) Revised: **H**
 Date Last Revised: **OCTOBER 1999**

C: CISY 110 D: INTRODUCTION TO COMPUTERS E: 3

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course will provide a general introduction to computers, applications software, programming, hardware and computer information systems. Emphasis will be placed on computer literacy topics such as hardware, software, operating systems, programming languages, data communications, applications software and information systems. This course is suitable for students who wish to use the computer as a tool for problem solving.		
G: Allocation of Contact Hours to Types of Instruction/Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lectures and Seminars Number of Contact Hours: (per week / semester for each descriptor) Lecture: 3 Hrs. Seminar: 1 Hr. Total: 4 Hrs. Number of Weeks per Semester: 15 Weeks X 4 Hours Per Week = 60 Hours	H: Course Prerequisites: BC Principles of Math 11 with a grade of "C" or better AND Academic English 12 with a grade of C or better, or approved equivalent.	
	I: Course Corequisites: Nil	
	J: Course for which this Course is a Prerequisite: ACCT 220 and ACCT 350 and BUSN 254 and BUSN 380 and BUSN 429 and BUSN 470 and CISY 200 and CISY 210 and CISY 270 and CISY 300 and CISY 310 and CISY 345 and CISY 410 and CISY 450	
	K: Maximum Class Size: 35	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input type="checkbox"/> College Credit Non-Transfer <input checked="" type="checkbox"/> College Credit Transfer: Requested <input checked="" type="checkbox"/> Granted <input type="checkbox"/>		

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives/Learning Outcomes

At the end of the course, the student will be able to:

1. explain the fundamental concepts of computer hardware and software;
2. analyze a problem, decide whether it can or should be solved by a computer, and provide an appropriate solution;
3. describe the major components of applications software in the areas of word processing, spreadsheets, database management, presentation communications, and Internet;
4. use an operating system software in the Windows environment;
5. use software packages in word processing, spreadsheets, database management, graphics;
6. describe the computer information system life-cycle;
7. use Web browsers and search engines.

N: Course Content

1. Introduction to computer hardware and software.
2. Computers as a tool: helping people solve problems.
3. Computer technology: microcomputers, minicomputers, mainframes, supercomputers.
4. Operating system concepts.
5. Numbering systems and computer's internal data representation.
6. Spreadsheet software basics: worksheet environment, entering data/formulas, editing, cell references, recalculating formulas, designing templates, "what if" analysis, graphics.
7. Database software basics: system environment, creating structure, displaying records, sorting records, manipulating records, report generation, query facility.
8. Word processing software basics: system environment, features and functions, editing, formatting, printing options, search/replace and block commands.
9. Presentation graphics software: system environment, features and functions, editing, formatting and printing options.
10. Current programming languages.
11. Internet terminology and use of a Web browser.

O: Methods of Instruction

The concepts of computers will be discussed in class and the students will complete "hands on" assignment/exercises in the computer lab.

P: Textbooks and Materials to be Purchased by Students

Shelly, Cashman. *Discovering Computers 2002*, Latest edition. Thomas Learning Course Technology.
 Shelly, Cashman. Learn by Series Office 2000 Introductory CD.
 Shelly, Cashman. *Microsoft Office 2000 Introductory Concepts and Techniques*.

Q: Means of Assessment	
Assignments	20%-30%
Mid-term examination	25%-30%
Final examination	25%-30%
Participation	0%-10%
Quizzes	<u>10%-20%</u>
	<u>100%</u>
R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR	
No.	

Course Designer(s): **Ray Yu**

Education Council/Curriculum Committee Representative

Dean/Director: **Jim Sator**

Registrar: **Trish Angus**

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