



A: Division: **Instruction** Date: **October 1999**
 B: Department/ **Commerce & Business Admin.** New Course
 Program Area: **Computer Information Systems** Revision
 If Revision, Section(s) **J, N, O, P**
 Revised:
 Date Last Revised: **May 1996**

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 Hrs per week = 60 Hrs.

H: **Course Prerequisites:**

Math 11 (Academic)

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:**

Non-Credit

College Credit Non-Transfer

College Credit Transfer:

Requested

Granted

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 graphics, data communications, and Internet;
4. use an operating system software in the Windows environment.
5. use software packages in word processing, spreadsheet, database management, graphics;
6. describe the computer information system life-cycle;
7. use Web browsers and search engines on a Website.

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, 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:

Long, Larry and Nancy Long. Computers, Latest Edition. Prentice Hall

Grauer and Barber. Exploring Microsoft Office 97 Professional - Volume 1, Latest Edition
Prentice Hall

Grauer and Barber. Expert Office 97 CD-ROM. Latest Edition. Prentice Hall and CBT
Systems

Q: Means of Assessment

Assignments	20%-30%
Mid-term examination	25%-30%
Final examination	25%-30%
Participation	0%-10%
Quizzes	10%-20%

100%

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

No.

Raymond Yu

Course Designer(s)

Raymond Yu

Laura [Signature] for Jim Sator

Dean/Director

Jim Sator

Education Council/Curriculum Committee Representative

Trish Angus

P.H. Angus

Registrar

Trish Angus