CIS 130   Introduction to Computer Information Systems

I. CIS 130 Introduction to Computer Information Systems – 3 Semester Hours

II. Course Description

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies, program development and using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

III. Prerequisite

None

IV. Textbook

Textbook: <u>CMPTR 2,</u> 2nd Edition
Publisher: Cengage
Author: Pinard / Romer

V. Course Objectives

1. The student will understand how to use a computer and run software.
2. The student will understand the role of basic hardware components in a computer system.
3. The student will become familiar with data organization inside the computer.
4. The student will become familiar with computer communication and computer network terminology.
5. The student will learn the importance of computers in their daily lives for the present and future.

VI. Course Outline of Topics

The following objectives will be completed with at least 60% accuracy overall to receive a passing grade for the course.

1.   The student will understand how to use a computer and run software.
   a. The student will become familiar with a current operating system and its part in working with application software and file organization.
   b. The student will be able to use productivity software such as word processing, spreadsheets, and presentation graphics.
   c. The student will learn how to buy and load programs on a computer.
2.   The student will understand the role of basic hardware components in a computer system.
   a. The student will be able to recognize and discuss the functions of basic input and output devices.
   b. The student will be able to contrast and compare various computer storage devices.
   c. The student will become familiar with terms necessary to intelligently shop for a computer system.
3.   The student will become familiar with data organization inside the computer.
   a. The student will be able to create, delete, move, copy, name and rename files and folders.

      b. The student will be able to save, open, close application files.

      c. The student will learn the importance of backing up and protecting computer data.

4.   The student will become familiar with computer communication and computer network terminology.

      a. The student will be able to recognize and discuss communication media.

      b. The student will be able to recognize communication hardware and software components.

      c. The student will understand basic network terminology.

      d. The student will acquire knowledge of how the Internet was setup from past to present and its key features.

      e. The student will have hands on exercises to learn to use various Internet features.

5.   The student will learn the importance of computers in their daily lives for the present and future.

      a. The student will be exposed to places where computers are used and related career opportunities.

      b. The student will be familiar with computer ethics and how they relate to computer usage, the Internet, and computer viruses.

VII. **Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. **Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. **Statement on Discrimination/Harassment**

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. **Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).