CIS A100H: INTRODUCTION TO COMPUTER APPLICATIONS HONORS

Item	Value
Curriculum Committee Approval Date	12/06/2023
Top Code	070200 - Computer Information Systems
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S)
Associate Arts Local General Education (GE)	• OC Life Skills - Theory - AA (OE1)

Course Description

Introductory computer course for MS Windows and applications. Students learn about the computer operating system and software applications for word processing, spreadsheets, databases, multimedia presentations, the Internet, and social networking tools. Provides preparation for students seeking Microsoft Certified Application Specialist (MCAS) certification. ADVISORY: CIS A090 or equivalent. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Identify the major types of application software available for computers including: word processing, spreadsheets, database management, presentation programs.
2. Demonstrate and apply the concepts and vocabulary of application software.
3. Execute elementary commands for word processing, spreadsheets, graphics, and communications.

Course Objectives

- 1. Recognize basic computer terminology.
- 2. Demonstrate ability to use e-mail effectively.
- 3. Use information technology tools to locate and retrieve relevant information.
- 4. Organize information for production of business applications.
- 5. Analyze and evaluate information relating to current business topics.
- 6. Understand ethical issues surrounding information technology.
- 7. Demonstrate ability to use and modify an operating system.
- 8. Produce reports, letters, and newsletters.
- 9. Produce and format worksheets and charts.
- 10. Create multimedia presentations.
- 11. Produce projects that integrate data created in a variety of software applications.
- 12. Apply skills gained for information competency to enable lifelong learning.
- 13. Create and manage records of information using a database management application.

Lecture Content

Essential Concepts Computer definitions Computer systems basics Computer software basics Organization of a computer Peripherals Windows Operating System Notepad, WordPad, Calculator, Paint Windows Explorer, My Computer Creating folders, copying, moving, deleting, renaming Internet E-mail Sending, replying, forwarding, adding attachments World Wide Web Search engines Research Ethics Word Processing Entering text and editing Formatting Printing Creating reports Integrating graphics into a text document Desktop Publishing Spreadsheet Creating and editing data Creating and modifying graphs Formatting Basic formulas Addition, subtraction, multiplication, division Basic functions SUM, AVERAGE, MIN, MAX Print operations Integrate spreadsheet data and word processing Presentation Software Create slides Design slides Prepare computerized presentations Integrate spreadsheet data and word processing into presentations Social Networking Tools Blogs Chat Podcasts Online communities

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

Lecture, use of computers to demonstrate the topic and computer laboratory assignments, and group discussions

Reading Assignments

Minimum of 3 hours per week for reading text material

Writing Assignments

Minimum of 3 hours per week creating business application files.

Out-of-class Assignments

Students will spend 2-3 hours per week on out-of-class assignments.

Demonstration of Critical Thinking

Quizzes, computer projects, and exams consisting of multiple choice, true or false, and essay questions; performance, demonstration, and application of skills.

Required Writing, Problem Solving, Skills Demonstration

Student performance on quizzes, tests including short essays, and laboratory assignments will be used to determine proficiency. Use of Microsoft Office User Specialist professional test preparation materials attaining 75% proficiency.

Eligible Disciplines

Computer information systems (computer network installation, microcomputer ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Beskeen, David et al. Microsoft Office 365 Office 2019 Illustrated Series, ed. Boston: Cengage Learning, 2019 Rationale: Update from previous textbook.

Other Resources

1. Topic-related Web links as provided by instructor. 2. Current books and periodicals with articles on office suite-related software applications, basic computer concepts, and social networking tools.