# EFFECTIVE: SEPTEMBER, 2007
## CURRICULUM GUIDELINES

### A. Division: Education
### Effective Date: September 2007

### B. Department / Program Area:
- Commerce & Business Admin.
- Computing Science And Information Systems

### C. Subject & Course No.:
**CSIS1110**

### D. Descriptive Title:
**INTRODUCTION TO COMPUTERS**

### E. Semester Credits:
3

### F. Calendar Description:
This course provides 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.

Note: Students who have received credit for CISY1110 will not receive further credit for CSIS1110.

### G. Allocation of Contact Hours to Type of Instruction / Learning Settings:
- Primary Methods of Instructional Delivery and/or Learning Settings:
  - Lectures, Seminars and Labs

  Number of Contact Hours: (per week for each descriptor)
  - Lecture: 2 Hours per week
  - Seminar/Lab: 2 Hours per week
  - Total: 4 Hours per week

  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

### I. Course Corequisites:
Nil

### J. Course for which this Course is a Prerequisite:
- ACCT1220 and ACCT1222 and BUSN2429 and BUSN3380 and BUSN4470 and CSIS1140 and CSIS1155 and CSIS1175 and CSIS1280 and CSIS2200 and CSIS2350 and MARK3441 and MARK4440

### K. Maximum Class Size:
35

### L. PLEASE INDICATE:
- Non-Credit
- College Credit Non-Transfer
- College Credit Transfer: [X]

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)
### Course Objectives / Learning Outcomes

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, spreadsheets, database management, graphics;
6. describe the computer information system life-cycle;
7. use Web browsers, search engines and e-mail.

### Course Content

1. Introduction to computer hardware and software
2. Computers as a tool: helping people solve problems
3. Computer categories: 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
12. The usage of e-mail

### Methods of Instruction

Lecture, seminar and "hands on" exercises in the computer lab

### Textbooks and Materials to be Purchased by Students


### Means of Assessment

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments (Minimum: 4)</td>
<td>20% - 30%</td>
</tr>
<tr>
<td>Quizzes (1–5)</td>
<td>10% - 20%</td>
</tr>
<tr>
<td>Midterm Examination</td>
<td>25% - 30%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>25% - 30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

Yes