



EFFECTIVE: SEPTEMBER, 2007 CURRICULUM GUIDELINES

A. Division: Education Effective Date: September 2007

B. Department / Program Area: Commerce & Business Admin. / Computing Science And Information Systems
 Revision New Course

If Revision, Section(s) Revised:
 Date of Previous Revision:
 Date of Current Revision:

C: CSIS1110 **D:** INTRODUCTION TO COMPUTERS **E:** 3

Subject & Course No.	Descriptive Title	Semester Credits						
<p>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: <i>Students who have received credit for CISY1110 will not receive further credit for CSIS1110.</i></p>								
<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings: Lectures, Seminars and Labs</p> <p>Number of Contact Hours: (per week for each descriptor)</p> <p>Lecture: 2 Hours per week Seminar/Lab: 2 Hours per week Total: 4 Hours per week</p> <p>Number of Weeks per Semester: 15 Weeks X 4 Hours per Week = 60 Hours</p>	<p>H: Course Prerequisites: BC Principles of Math 11 with a grade of "C" or better</p>							
	<p>I: Course Corequisites: Nil</p>							
	<p>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</p>							
	<p>K: Maximum Class Size: 35</p>							
<p>L: PLEASE INDICATE:</p> <table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;"><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;"><input type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)</p>			<input type="checkbox"/>	Non-Credit	<input type="checkbox"/>	College Credit Non-Transfer	<input checked="" type="checkbox"/>	College Credit Transfer:
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<input checked="" type="checkbox"/>	College Credit Transfer:							

<p>M: Course Objectives / Learning Outcomes</p> <p>The student will be able to:</p> <ol style="list-style-type: none"> 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. 										
<p>N: Course Content</p> <ol style="list-style-type: none"> 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 										
<p>O: Methods of Instruction</p> <p>Lecture, seminar and "hands on" exercises in the computer lab</p>										
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Shelly, Cashman, Vermaat. Discovering Computers Fundamentals, Latest edition. Course Technology. Shelly, Cashman, Vermaat. Microsoft Office 2003 Introductory Concepts and Techniques, Premium Edition. Course Technology.</p>										
<p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Assignments (Minimum: 4)</td> <td style="text-align: right;">20% - 30%</td> </tr> <tr> <td>Quizzes (1-5)</td> <td style="text-align: right;">10% - 20%</td> </tr> <tr> <td>Midterm Examination</td> <td style="text-align: right;">25% - 30%</td> </tr> <tr> <td>Final Examination</td> <td style="text-align: right;"><u>25% - 30%</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Assignments (Minimum: 4)	20% - 30%	Quizzes (1-5)	10% - 20%	Midterm Examination	25% - 30%	Final Examination	<u>25% - 30%</u>	Total	<u>100%</u>
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes</p>										

Course Designer(s): Raymond Yu

Education Council / Curriculum Committee Representative

Dean: Rosilyn G. Coulson

Registrar: Trish Angus