

CSC 121 - INTRODUCTION TO INFORMATION PROCESSING SYSTEMS

- CREDIT HOURS:** 3
PREREQUISITES: 2 years of high school algebra or equivalent
Credit not available for students who have taken CSC 101.
GRADE REMINDER: Must have a grade of C or better in each prerequisite course.

CATALOG DESCRIPTION

A general study of computer types, capabilities, uses, and limitations from a business-oriented perspective. Use of operating systems and business application software on a microcomputer. Network environments. Introduction to problem solving using a computer.

PURPOSE OF COURSE

To acquaint students with the capabilities and limitations of different types of digital computers in a business environment. To provide experience in using a microcomputer as a productivity tool in a business environment. To provide practice in operating system utilization on microcomputers. To develop competencies in using business application software and productivity tools. To provide experience in using digital resources to locate information. To introduce students to the concept of information literacy. To introduce students to problem solving using a computer.

EDUCATIONAL OBJECTIVES

Upon successful completion of the course, students should be able to:

1. Identify capabilities, limitations and procedures for using computer systems to solve business problems.
2. Discuss the role of computers in society and business.
3. Use digital resources to gather information.
4. Use a microcomputer operating system.
5. Apply concepts of word processing and document design.
6. Apply concepts of electronic spreadsheet design.
7. Describe how business has been revolutionized by the use of computers.

CONTENT

HOURS

General Computer Units	3
Course introduction	
Computer history highlights	
System components	
Input/Output	
Storage	
Computers in society (privacy, security, ethics, professions)	
Network Environments	3
Data communication principles and equipment	

- Using local and wide area networks
- Using e-mail
- Accessing digital resources
- Downloading information from the Internet

Microcomputer Operating Systems	6
System startup (boot) process	
Graphical environment	
Command line environment	
File types, names, and path information	
File management	
Disk organization	
Executing application software	
Utility programs	
Word Processing	8
Word processing environment and help utilities	
Designing and organizing a document	
Saving and opening a document	
Printing a document	
Cursor movement in the document	
Creating and editing text	
Formatting text	
Formatting the document	
Language tools	
Special tools	
Columns and tables	
Graphics objects	
Document enhancement features	
Electronic spreadsheets	12
Spreadsheet environment and help utilities	
Designing and organizing a spreadsheet	
Saving and opening a spreadsheet	
Printing a spreadsheet	
Viewing the spreadsheet	
Cursor movement in a spreadsheet	
Formatting text and values in rows, columns and cells	
Formatting the spreadsheet	
Types of cell content (value, label)	
Generalizing solutions using formulas and functions	
Cell addressing (relative, absolute, mixed)	
Displaying graphs	
Special tools	
Web Page Development	7
Software environment and help utilities	
Organization and appearance guidelines	

Text formatting
Hyperlinks and navigation elements
Graphics
Tables
Uploading files to server

Independent Study of Other Computer Applications 3
Exams (plus a comprehensive final) 3
TOTAL 45

EXAMINATIONS

Matching, completion, and short answer questions should be used on examinations. Class size permitting, competency/power exams should be given at appropriate occasions. All students must take a comprehensive final.

REFERENCES

Carey, P., HTML and XHTML, Course Technology, 2005.

Johnson, S., Microsoft Windows XP, Course Technology, 2007.

Leslie, G., Corel WordPerfect 11 Concepts and Tutorials, 2004.

Shelly, Cashman, and Quasney, Microsoft Excel 2003 Introductory Concepts and Techniques, Course Technology, 2006.