

## COURSE SYLLABUS

**COURSE: CIS 110 INTRODUCTION TO COMPUTERS**

**HOURS:** Lecture:  2  Lab:  2  Shop/Clinical:  0  Credits:  3

### COURSE DESCRIPTION:

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate and understanding of the role and function of computers and use the computer to solve problems. ***This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative Option) in the AA & AS Degrees.***

**PREREQUISITE(S):** DRE 097 and DMA 010, DMA 020, and DMA 030

**COREQUISITE(S):** None

### TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

**See instructor before purchasing text/bundle**

**Bundle: (Required)**

Deborah Morley and Charles Parker, *Understanding Computers Today and Tomorrow with CourseMate*, 15<sup>th</sup> Ed. Cengage Learning, 2015  
ISBN #978-1-305-72031-2

### OTHER SUPPLIES:

1 flash drive (capacity, 1 GB)  
Microsoft® Office 2013 (preferred software)  
Other supplies to be announced per instructor

### STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Identify how computers can be used in today's workplace and society.  
Discuss social and legal issues related to technology use.

2. Differentiate between types of computing devices such as servers, desktops, laptops, tablets, smartphones, and e-book readers and different types of Internet connectivity.
3. Explain the purpose of hardware components such as the system/mother board, processor, display, primary and secondary storage, and peripheral devices.
4. Define a network and explain the difference between the internet, the intranet, and the world wide web.
5. Explain the purpose and use of Web browsers and search engines.
6. Differentiate between cloud servers and cloud storage.
7. Explain how to maintain a secure environment, protect devices and data, and avoid security attacks.
8. Demonstrate file management, word processing, and presentations software programs used for personal and business needs.
9. Explain the operation of spreadsheet software. Demonstrate how to enter, store, analyze, and interpret data; complete basic statistical functions, analyzing data to recognize and correct data errors; and create visual representations of data.
10. Explain how society uses data to manage personal and business data including maintaining, securing, and managing data. Demonstrate the basic functions of designing tables, creating, entering, and validating data.

#### **SYLLABUS INFORMATION:**

The Student Learning Outcomes listed in this syllabus are those required actions that a student who successfully completes the course must be able to perform. The educational experience, however, is a two-way, interactive process involving both the student and the instructor. The student must play an active role in the learning process in order to be successful. Instructors will provide an Instructor's Syllabus at the first class meeting explaining how they measure each of the Student Learning Outcomes. A student who is unable to accomplish the outcomes will not receive a passing grade in the course.

The information in this BCC Syllabus may not be accurate beyond the current semester. Textbooks and other course materials are subject to change. Students should verify the textbooks at the first class meeting with their instructor prior to purchasing.

#### **GRADING SYSTEM:**

Brunswick Community College employs a system of letter grades and corresponding quality points per grade to evaluate a student's performance in meeting the stated goals and objectives for each course. The grading system is published in the [BCC Catalog and BCC Student Handbook](#).

#### **ATTENDANCE POLICY:**

Each student has individual responsibility for attending class regularly and for meeting course objectives. A student is expected to attend all class meetings in a course. Rules on tardiness and leaving class early are addressed in each instructor's syllabus. Instructors are required to record absences and report excessive absenteeism to the Registrar.

If a student is absent for any reason in excess of 20 percent of the class hours, he or she is in violation of the Brunswick Community College attendance policy. Unless the student officially withdraws from the course prior to the 65 percent point of the 16 week semester (or equivalent days for courses of other duration), he or she may receive a grade of "F."

Students who receive an "EXCESSIVE ABSENTEEISM NOTICE" are advised to contact their instructors immediately to review the conditions for withdrawing from the course or for continuing the course.

### **STUDENTS WITH DISABILITIES:**

Brunswick Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which require that no qualified student with a disability be excluded from participation in or be denied the benefits of any services, programs or activities on the basis of his or her disability. If a student has a disability that is covered by the Americans with Disabilities Act and requires accommodations in the classroom and/or in extracurricular activities, the student must request the accommodations in writing and submit the request to the Disability Services Coordinator. Instructors will not provide accommodations without notification from the Disability Services Coordinator. Brunswick Community College will make every effort to provide reasonable accommodations.