

# COMPUTER INFORMATION SYSTEMS 1110

## Using Computers: An Introduction

**This is an information sheet only, not the course syllabus.**

### COURSE DESCRIPTION

Prepares students for the use of the computer as a productivity tool. Fundamentals of how a computer works by understanding hardware and the distinctions between system software and application software. Hands-on projects will use microcomputer applications to teach concepts related to word processing, spreadsheets, databases, and presentation graphics. Topics include creation and maintenance of folders and files, networks, and information access using the Internet. (2 credit hours)

This course uses Microsoft's current version of its integrated software, Office System 2007. You will not be able to complete the course using an earlier version of this software. If you do not have this software, Microsoft offers an excellent discount to students who use their college e-mail address. The link to that web site is: [Microsoft Office 2007 Ultimate Steal](#)

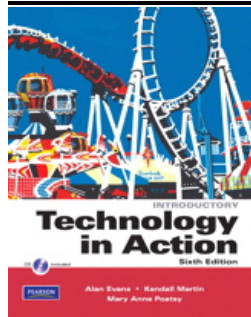
### **Version of Office 2007**

Your version of Office 2007 must include Microsoft Access. If you already have a version of MS Office 2007, it needs to include MS Access unless you are willing to come to campus to complete that portion of the course. Visit the following link to review the different versions and compare them to yours:

[2007 Microsoft Office System Suites](#)

*(Note: If you are unable to open any of the links included on this summary, use a search engine like Google to locate the information. Contact your instructor if you are still unable to locate the sites.)*

### COURSE MATERIALS (Two required textbooks)



#### **Required Textbook:**

***Technology in Action -- Introductory***, Sixth Edition

Evans, Martin, Poatsy

Publisher: Pearson/Prentice Hall

Copyright: 2010

ISBN-13: 978-0-13-245261-8

ISBN-10: 0-13-245261-8

Visit the textbook publisher's web site:

[Technology in Action](#)



#### **Required Textbook:**

***MS Office 2007 Essential Concepts and Techniques***

Shelly, Cashman, Vermaat

Publisher: Thomson Course Technology

Copyright: 2008

ISBN-13: 978-1418-84374-8

ISBN-10: 1418843741

#### **USB thumb drive**

Visit the textbook publisher's web site:

[Course Technology](#)

## **COURSE OBJECTIVES**

Identify the essential components of a computer system  
Differentiate between types of computer memory  
Identify the functions of computer software  
Differentiate between the major types of computer storage devices  
Use personal productivity tools: word processor, spreadsheet, database, presentation software  
Use a computer operating system  
Create and maintain folders and files  
Use search engines and subject directories on the Internet  
Describe network components

## **EXAMS**

In place of exams, this course contains short quizzes based on audio labs included on the CD for *the Tech in Action* text. In addition, four short quizzes cover the concepts covered in each of the four applications included in the *MS Office 2007 Essential Concepts and Techniques* text.

## **ASSIGNMENTS**

Refer to the **Course Map** in the syllabus for a suggested schedule of assignments due each week. These assignments include the submittal of objective questions at the end of each chapter of the *Tech in Action* text. In addition, four of the assignments require that you submit files for Word, Excel, Access, and PowerPoint explained in the *MS Office 2007 Essential Concepts and Techniques* text.

## **GRADING SCALE**

Refer to the syllabus for specifics. Grade percentages are:

<b>Grade</b>	<b>Percent</b>
A	100-90
B	89-80
C	79-70
D	69-60
F	< 60

## **SATISFACTORY/FAIL OPTION**

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

## **INCOMPLETE GRADE POLICY**

If you find that you are unable to complete the course by the end of the semester for some unavoidable reason, you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.