San Bernardino Valley College
Curriculum Approved: February 2, 2004
Last Updated: January 2004

I.   COURSE DESCRIPTION:
      A.   Department Information:

Department:	Computer Information Technology
Division:	Business and Information Technology
Course ID:	CIT 101
Course Title:	Introduction to Computer Literacy
Units:	3
Lecture:	3 hours
Laboratory	None
Prerequisite:	None
Departmental Advisory:	CIT 010 or CIT 008

      B.   Catalog Description:
The course covers basic computer concepts including hardware components and application software programs. Topics include components of a computer system (CPU, memory, ports, busses, etc.), operating systems and utilities programs, communication and network, ethical issues, and usage of the Internet. The course covers also the use of word processing software to generate business documents, the use of the spreadsheets. Students will learn how to create, modify, insert formulas, use what-if-analysis/goal seek concepts, and format worksheets professionally. In addition the course covers the use of database software and covers concepts such as creating tables, queries, forms, and reports, and the use of presentation software and personal information management software such as Outlook. (Formerly CSYS/MIS 101)

      C.   Schedule Description:
An introductory computer survey course. Topics include computer terminology and concepts; computer hardware; the impact of computers on society and the work place; computer crime. Includes hands-on experience using Internet access, and an integrated software package such as Microsoft Office. (Formerly CSYS/MIS 101)

II.   NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III.   EXPECTED OUTCOMES FOR STUDENTS:
Upon successful completion of the course, the student should be able to:
      A.   explain the components of a computer system including CPU, memory, ports, buses, and input/output devices.
      B.   recognize ways to access the Internet and search for information on the Web.
      C.   define application software.
      D.   generate business documents and learn how to integrate with other applications.
      E.   perform necessary spreadsheet functions to create and format spreadsheets and charts.
      F.   apply the concept of what-if-analysis, goal seek, and understand absolute cell references vs. relative cell references in a spreadsheet.
      G.   perform necessary functions to create and maintain a database using database software.
      H.   recognize joining tables and create useful, organized reports and queries.
      I.   design and prepare business presentations using PowerPoint, which include animation and graphical objects.
      J.   perform the necessary steps to manage appointments, tasks, and contacts information using Outlook.

IV.   COURSE CONTENT:
   A.   The Major Components and Functions of a Computer Information System
      1.   Input
      2.   Output
      3.   Storage
   B.   The Internet and the World Wide Web
      1.   The World Wide Web
      2.   Hardware and software for surfing the Web
      3.   Internet service providers
      4.   The Internet behind the Web
   C.   The Operating System and User Interface
   D.   Networks and Data Communications
      1.   The Components required for successful communications
      2.   Uses of communications technologies
      3.   Communication software
   E.   Productivity Software
      1.   Word Processing
      2.   Spreadsheets
      3.   Database
      4.   Presentation
      5.   Outlook

V.   METHODS OF INSTRUCTION:
   A.   Lecture
   B.   Demonstration
   C.   Computer demonstrations to prepare students to conduct similar tasks in the lab
   D.   Videos and the Internet used to introduce various topics
   E.   One-on-one instruction
   F.   Simulation exercises

VI.   TYPICAL ASSIGNMENTS:
   A.   Reading, writing and performance: Design a database report which will list all of the people who live in Seattle, showing their last name (in alpha order), address and phone number. Analyze the report to verify its accuracy.
   B.   Performance: Format an external disk and using the notepad in Microsoft Windows, create a document listing your daily activities, name and save in your external disk, print the document and close the document and checking to ensure that it was saved on the external drive

VII.   EVALUATION:
   A.   Methods of Evaluation
      1.   Objective quizzes – multiple choice, true/false, matching
         a.   Match each item with the correct statement below:
            a.   Flat-panel monitor   b.   Active matrix LCD
            c.   Passive matrix LCD   d.   Thin-film transistor
            _____   1.   Uses a transistor for each pixel on the screen
            _____   2.   Displays use multiple transistors for each pixel
            _____   3.   Uses a transistor for each row and column of pixels
            _____   4.   Uses liquid crystal display technology
      2.   Practice exercises – computer lab assignments
         a.   Plan and create a structure for a database with at least three relational tables. Print the structure for each table and all records for each table.
      3.   Hands-On Assessments

      b.   As the chairperson of the fund-raising committee for the computer club, compare various fund-raising ideas to determine which will give the best profit. Obtain information from six businesses about their products. Using the data collected, produce a worksheet to share the information with the committee. Write formulas for the percent profit and the profit per 100 sales. Show the minimum and maximum values for each numeric column. Format the worksheet appropriately.

  B.   Frequency of Evaluation
     1.   Minimum of five(1) quizzes
     2.   Weekly practice exercises
     3.   One (1) final assessment

VIII.   **TYPICAL TEXT(S):**
Norton, Peter. <u>Computing Fundamentals</u>, 4th ed. Mission Hills, CA: Glencoe McGraw Hill, 2001.
Walker, Tim J. and Shelly, Gary B. and Cashman, Thomas J. <u>Discovering Computers</u>, Custom ed. St. Paul, MN: Thomson Learning-Course Technology, 2001.
Vermaat, Misty and Shelly, Gary B. and Cashman, Thomas J. <u>Discovering Computers 2004: A Gateway to Information Web Enhanced</u>, St. Paul, MN: Thomson Learning – Course Technology, 2003.

IX.   **OTHER SUPPLIES REQUIRED OF STUDENTS:** None