



Course Number and Title: CIS 107 Introduction to Computers/Application

Campus Location:

Georgetown, Dover, Stanton, Wilmington

Effective Date:

2017-51

Prerequisite:

ENG 090 or ENG 091 or concurrent, MAT 005, SSC 100 or concurrent

Co-Requisites:

none

Course Credits and Hours:

3.00 credits

2.00 lecture hours/week

2.00 lab hours/week

Course Description:

This course introduces computer information systems concepts. Topics include use of an operating system, a broad range of technology tools, and personal computer (PC) applications such as word processing, spreadsheets, and presentation software.

Required Text(s):

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

Additional Materials:

None

Schedule Type:

Classroom Course

Hybrid Course

Online Course

Disclaimer:

None

Core Course Performance Objectives (CCPOs):

1. Examine the functions of a computer system. (CCC 6)
2. Summarize the functions of the computer operating system software. (CCC 6)
3. Differentiate operating systems from application software. (CCC 5)
4. Create documents using common application software. (CCC 6)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Examine the functions of a computer system.
 1. Identify components of a computer system's hardware and software.
 2. Identify various types of computers.
 3. Explain data storage devices and capacities.
 4. Compare and contrast various types of memory and storage devices.
 5. Differentiate various types of input, output, and storage devices.
2. Summarize the functions of the computer operating system software.
 1. Explain how an operating system works.
 2. Explain the functions of operating systems.
 3. Create and organize file systems using appropriate file management techniques.
3. Differentiate operating systems from application software.
 1. Explore the impact and use of Internet applications and network technologies.
 2. Identify various Internet applications and network technologies used to communicate.
 3. Identify computer system security risks.
 4. Describe the most popular Internet services.
 5. Navigate a variety of e-commerce websites.
 6. Recognize ethical and societal impacts of information use.
 7. Use a variety of Internet applications.
4. Create documents using common application software.
 1. Develop a document using word processing software.
 2. Design and create a worksheet using spreadsheet software.
 3. Design and create a presentation using presentation software.

Evaluation Criteria/Policies:

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
0	-	74	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

Core Curriculum Competencies (CCCs are the competencies every graduate will develop):

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):

None

Disabilities Support Statement:

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.