

# ***COCONINO COMMUNITY COLLEGE***

## ***COURSE OUTLINE***

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General Education criteria reviewed by: Jeff Rhode  
Revised by: Jeff Rhode  
General Education Outcomes reviewed  
Revised by: D.Bowman  
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Revised: Jeff Jones  
Revised by: J. Jones and S. Rencher  
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Date: December 4, 1991  
Date: October 21, 1996  
Date: October 29, 1998  
Date: November 22, 1999  
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Spring 2003  
Date: January 9, 2004  
Spring 2009  
Date: Spring 2010

### A. Identification:

1. Subject Area: Computer Information Systems
2. Course Number: CIS 120
3. Course Title: INTRODUCTION TO COMPUTER INFORMATION SYSTEMS
4. Credit Hrs: 3
5. Catalog Description:  
Concepts and theories regarding computer hardware, software, and information processing systems. Includes an intensive lecture component covering the most current technological/computer information available and a hands-on component using word processing, spreadsheet, database, presentation, e-mail, and web browsing application software packages. No prior experience necessary. General Education: Options. Three lecture.

### B. Course Goals:

To provide students with necessary knowledge and skills to become intelligent users of business computer systems with reference to programs, procedures, data, peo]

### C. Course Outcomes:

Students will:

1. Describe computer hardware, software, and information processing and how they are applied to current business operations and management.
2. Describe current and future uses of and careers in computers.
3. Effectively operate a computer system and its various peripheral devices, such as printers and disk drives.
4. Correctly use computer-related vocabulary.
5. Describe the limitations of computer systems and their applications in various environments.
6. Discuss the impact of the Internet, telecommunications, and networks to the way computers are used.
7. Identify issues related to security, ethics, and privacy when using a computer.
8. Produce computer-generated projects through the use of word processing, spreadsheet, database, and presentation, e-mail, and web browsing computer application software.

### D. Course Outcomes Assessment:

Assessment will include:

1. A Pre and Post Test with long term data and tracking for 3 years
2. Three Practical Finals ( Word, Excel, and Access)

E. Course Content:

Will include:

An overview of computer concepts and computer software applications.

Input to and output from the computer

The system unit and secondary storage

Communications, networks and the Internet.

Operating systems

Information management and information systems

Information systems development and program development

Security, ethics, and privacy issues related to computer usage

The future of the Information Age

Computer Careers and Certification

Intro to using word processing, spreadsheet, database, presentation, e-mail, and web browsing software