CSC 121 - INTRODUCTION TO INFORMATION PROCESSING SYSTEMS

CREDIT HOURS: 3
PREREQUISITES: eligibility for enrollment in a 100-level college mathematics course
Credit not available for students who have taken CSC 101.
GRADE REMINDER: Must have a grade of C or better in each prerequisite course.

CATALOG DESCRIPTION

General study of computer types, capabilities, uses, and limitations from a business-oriented perspective. Use of operating systems and application software on a microcomputer. Use of network environments to access online resources. Introduction to problem solving using a computer.

PURPOSE OF COURSE

To acquaint students with the capabilities and limitations of different types of digital computers in a business environment. To provide experience in using a microcomputer as a productivity tool in a business environment. To provide practice in operating system utilization on microcomputers. To develop competencies in using business application software and productivity tools. To provide experience in using digital resources to locate information. To introduce students to the concept of information literacy and business information systems. To introduce students to problem solving using a computer.

EDUCATIONAL OBJECTIVES

Upon successful completion of the course, students should be able to:

1. Identify capabilities, limitations and procedures for using computer systems to solve business problems.
2. Discuss the role of computers in society and business.
3. Use digital resources to gather information.
4. Use a microcomputer operating system.
5. Apply concepts of word processing and document design.
6. Apply concepts of electronic spreadsheet design.
7. Develop a web page.
8. Describe how business has been revolutionized by the use of computers.

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Microcomputer Operating Systems

- System startup (boot) process
- Graphical environment
- File types, names, and path information
- File management and disk organization
- Executing application software
- Utility programs

Word Processing

- Word processing environment and help utilities
- Designing and organizing a document
- Saving and opening a document
- Printing a document
- Cursor movement in the document
- Creating and editing text
- Formatting text
- Formatting the document
- Language tools
- Special tools for business communication
- Columns and tables
- Graphics objects
- Document enhancement features

Electronic spreadsheets

- Spreadsheet environment and help utilities
- Designing and organizing a spreadsheet
- Saving and opening a spreadsheet
- Viewing and printing a spreadsheet
- Cursor movement in a spreadsheet
- Formatting text and values in rows, columns and cells
- Formatting the spreadsheet
- Types of cell content (value, label)
- Generalizing solutions using formulas and functions
- Cell addressing (relative, absolute, mixed)
- Designing and displaying graphs
- Special tools for business decision making

Web Page Development

- Software environment and help utilities
- Organization and appearance guidelines
- Text formatting
- Hyperlinks and navigation elements
- Graphics and Tables
- Uploading files to server

Independent Study of Other Computer Applications and Use in Business

- Exams (plus a comprehensive final)

TOTAL 45
EXAMINATIONS

Matching, completion, and short answer questions should be used on examinations. Class size permitting, competency/power exams should be given at appropriate occasions. All students must take a comprehensive final.

REFERENCES


Shelly, Freund, and Enger, Microsoft Windows 7 Introductory, Cengage Learning, 2011.
