

## **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 business 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.

### **CONTENT**

### **HOURS**

General Computer Units.....	3
Course introduction	
Computer history highlights	
System components	
Input/Output	
Storage	
Computers in society (privacy, security, ethics, professions) and business information systems	
Network Environments.....	3
Data communication principles and equipment	
Using local and wide area networks	
Using e-mail	
Accessing digital resources	
Downloading information from the Internet	
Microcomputer Operating Systems .....	6

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

Word Processing.....	8
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 .....	12
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 .....	7
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 .....	3
Exams (plus a comprehensive final).....	3
	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**

Carey, P., HTML and CSS, Cengage Learning, 2012.

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

Freund and Jones, Microsoft Excel 2013 Introductory Concepts and Techniques, Cengage Learning, 2014.

Shelly and Vermaat, Microsoft Word 2013 Complete - Custom Edition, Cengage Learning, 2013.