

CIT 105—Introduction to Computing (3)

Course Description

An overview of computer information systems. Concepts include terminology, computer hardware, software, and networks as well as the impact of computers on society, ethical issues in computing, and trends in information processing. Students use a microcomputer with systems software and applications software, including a word processor, electronic spreadsheet, database management system, and web page editor to process data and present useful information. Lecture: 3 hours. Prerequisites: CIT 103 or successful completion of the CIT placement exam; or consent of instructor.

Course Competencies

Upon successful completion of this course, the student can:

1. Utilize computer technology as a tool to access and prepare information.
2. Describe basic computer functions and use correct computer terminology.
3. Describe trends in information processing.
4. Explain the impact of computers upon society.
5. Explain the difference between system, application, and programming software.
6. Use a graphical user interface-based operating system to manage files, folders and disks.
7. Discuss ethical issues such as copyright, privacy, and security as related to computing.
8. Use a word processing software package to prepare elementary documents.
9. Use a spreadsheet program to prepare elementary financial reports.
10. Use a database software package to develop an elementary database and generate reports on the data.
11. Use a web page editor to create web pages.
12. Use basic data communications applications and networks.
13. Use the Internet and understand its capabilities.

Course Outline

- I. Computer System Fundamentals
 - A. Impact of Computers on Society
 - B. Information Processing
 - C. Ethical Issues, Security, and Privacy

- II. Computer Hardware
 - A. Input and Output Hardware
 - B. Processing Hardware
 - C. Storage Hardware
 - D. Communications and Networking

- III. Computer Software
 - A. Operating Systems
 - B. Word Processing
 - C. Electronic Spreadsheets
 - D. Database Management
 - E. Web Publishing