

Common Course Outline
CINS101
Introduction to Computers
3 Semester Hours

The Community College of Baltimore County

Description

Introduction to Computers

Discusses introductory computer concepts, data versus information, information retrieval techniques and the impact of computers on business and society; emphasizes application of technology.

3 credits: 3 lecture hours (this course is delivered in a combination lecture and hands-on format).

Prerequisite: (ENGL 051 or LVE 1) and (RDNG 051 or LVR 1)

Overall Course Objectives

Upon successfully completing the course students will be able to:

1. define basic computer terminology. (I, 1, 2)
2. identify and describe the components of a computer system. (I, 1, 2)
3. explain the role of system and application software within computers.(I, 1, 2,4)
4. describe various storage media, including appropriate use and management.(I, 3)
5. explain the difference and relationship between data and information. (III, 1, 6)
6. identify the usage of emerging hardware and software technologies and how they are being used to solve problems and create efficiency. (IV, 3, 4, 5, 7)
7. explain the importance of security and privacy, and compare and contrast various methods of implementation. (I, III, 1, 5, 6)
8. define and differentiate between the Internet, World Wide Web, Computer Networks and E-Commerce and discuss how they have impacted individuals lives and society as a whole. (I, III, IV, 1, 5, 6, 7, 8)
9. develop search strategies for extracting information from data sources. (I, III, IV, V, VI, 4, 9)
10. recognize the importance of timeliness, authority, validity and relevance, as they relate to search results. (III, VI, VII, 6, 9)
11. demonstrate a minimum skill level with major application software such as, word processing, spreadsheet, presentation, e-mail, and database management software. (I, II, IV,VI, VII, 4, 8)
12. apply information literacy skills to prepare course assignments, plan their careers, and manage lifelong learning. (II, VI, VII, 4, 5, 7, 8, 9)
13. recognize the importance of computer technology, its' historical perspective and its impact on our daily lives. (III, IV, 5, 6)
14. discuss the impact technology has had on ethics, diversity and emerging issues in our global community, in a collaborative group environment. (III, V, 5, 6)

Major Topics

1. Computer Terminology
2. Computer Components and Operating Systems
3. Internet Literacy
4. Application Software
5. Information Retrieval
6. Using Technology to automate tasks or solve problems
7. Computer Networks
8. Data Security
9. Computers Impact on Society
10. Emerging Technology (Discussion and Demonstrations)

Course Requirements (General Education Goal #VII)

Grading/Exams: Grading will be determined by the individual faculty member, and will include, but not be limited to, the following assessments of the student's demonstrated ability to achieve the above stated Overall Course Objectives:

1. Skill Assessment: Student must demonstrate the ability to effectively use software taught in the course by the use of at least two assessment measures such as Lab Projects, Cases, Skills Assessment Software, etc...
2. Concept Assessment: At least two Tests and/or Quizzes. Individual faculty will notify students of the testing procedures to be used.
3. Term Project: Complete a Term Project using Application Software and the Internet.
4. Oral / Written Report: The student will present a three to five minute presentation or write a two to three page paper on a current application of technology.
5. Comprehensive Final Exam: The course will include a comprehensive final exam.

Other Course Information:

This course satisfies the General Education Category 10 requirement for graduation. Individual faculty members may add additional course objectives, topics and course requirements to the minimum requirements stated in the Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in a growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending class, completing all homework and other assignments, participating in class activities and preparing for tests.

We take seriously our responsibility to maintain high-quality programs and will periodically ask you to participate in assessment activities to determine whether our students are attaining the knowledge, attitudes and skills appropriate to various courses and programs. The assessment activities may take many different forms such as surveys, standardized or faculty-developed tests, discussion groups or portfolio evaluations. We ask that you take these activities seriously so that we can obtain valid data to use for the continuous improvement of CCBC's courses and programs.