

**Common Course Outline**  
**CSIT 101**  
**Technology and Information Systems**  
**3 Credits**

**Community College of Baltimore County**

**Description**

**CSIT 101 – 3 credits – Technology and Information Systems** explores emerging applied software applications and technologies for PC and mobile devices as tools to generate, present, collaborate and share information for education, employment and personal enrichment. Students apply information literacy skills to research and present course materials in a variety of digital formats.

**3 Credits**

**Prerequisites:** ACLT 052

**Corequisite:** MATH 082 or with the consent of program director.

**Overall Course Objectives**

Upon completion of this course students will be able to:

1. apply information literacy principles to evaluate and use electronic resources to research and communicate information using a variety of digital formats;
2. identify risks, threats and vulnerabilities of computers and mobile devices and examine mitigation solutions;
3. examine digital privacy and identify consequences of privacy violations;
4. demonstrate how cloud computing is used collaboratively to develop, enhance and communicate creativity through presentation technologies;
5. plan and manage an activity using an electronic mind mapping tool;
6. present and share information in a variety of formats using word processing, databases and spreadsheets;
7. define basic network terminology, architecture and the Internet;
8. describe how the emergence of mobile technology has affected society;
9. describe the role of social media in transforming businesses;
10. compare mobile and desktop operating systems, file management and hardware;
11. differentiate between ethical and unethical practices in the digital world;
12. explore global technology issues including initiatives to mitigate the digital divide, promote sustainability; and
13. research and present emerging technologies.

**Major Topics**

- I. Digital Resource Evaluation
- II. Security

- A. Information systems
- B. Cyber
- C. Risks, threats and vulnerabilities
- D. Individual digital privacy
- III. Online communication and collaboration
  - A. Cloud computing
  - B. Synchronous
  - C. Asynchronous
  - D. Social Media
  - E. Wikis and blogs
  - F. Teamwork skills
- IV. Data integration and information presentation
  - A. Word Processing software
  - B. Database software
  - C. Spreadsheet software
  - D. Presentation software
  - E. Mind Mapping software
  - F. Notes Management software
- V. Data Communication
  - A. Networks
  - B. Internet
  - C. World Wide Web
  - D. E-business
- VI. Mobile Technologies
  - A. Communication tools
  - B. Convergence
  - C. Ubiquitous computing
- VII. Hardware and Operating Systems
  - A. Desktop
  - B. Mobile
  - C. File management
- VIII. Computer Ethics
  - A. Netiquette
  - B. Cyber law
    - i. Piracy
    - ii. Copyright
    - iii. Fair use
- IX. Globalization and Sustainability
  - A. Language technologies
  - B. Digital divide
  - C. Commerce
  - D. Green IT
  - E. eWaste
- X. Future innovations

## **Course Requirements**

Grading procedures will be determined by the individual faculty member but will include the following:

### **Grading/exams**

- One team project, including an oral presentation
- Written assignment to measure the general education program outcomes
- Cumulative e-portfolio
- Midterm exam
- Final exam

Written Assignments: Students are required to utilize appropriate academic resources.

### **Other Course Information**

This course is an approved 3-credit Information Technology General Education course.  
This course is taught in a computerized environment.