



North Iowa Area Community College Course Outline

Please follow the included instructions when completing this form. Direct questions to Division Chair. After Course Outline is completed, please submit to Division Chair for review, who then submits to Administrative Assistant to the Vice President for Academic Affairs for review by the Curriculum and Academic Affairs Council (CAAC).

Prepared by:	Mike Dirksen
Date Approved by CAAC:	September 9, 2019
Course Title:	Introduction to Computers and Information Systems
Course Number:	BCA-101
Equivalent Prior Course Numbers:	15-140, COMP-110
Academic Division/Department:	Business

Credits – Semester Hours (s.h.):

Contact Hours As defined by the Iowa Department of Education in consultation with Division Chair/Registrar (see attached instructions).

Lecture:	<input type="text" value="45"/>	1 s.h. = 15 contact hours
Lab:	<input type="text" value="0"/>	1 s.h. = 30 contact hours
Clinical Practice:	<input type="text" value="0"/>	1 s.h. = 45 contact hours
Work Experience:	<input type="text" value="0"/>	1 s.h. = 60, 75, 90, or 105 contact hours
Total:	<input type="text" value="45"/>	

Prerequisite(s):

None

Corequisite(s):

None

Course Description:

Emphasis on computer literacy and business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, database management software, and presentation software. Students also are exposed to web use, file management, and simple web page development.

Required Textbook(s) and Other Required Materials:

None. Access to the internet is required.

Optional:

Computing Essentials 2015, Complete Edition, O'Leary, ISBN-13:9780073516899 ISBN:0073516899, 25th ed., 2014, McGraw-Hill Higher Education

Guidelines for Microsoft Office 2013, (Guidelines Series), Spiral-bound – January 30, 2013, Nancy Muir, Anita Verno, Paradigm Publishing

Purpose of Course Check one [X] in consultation with Division Chair.

<input type="checkbox"/>	Arts and Sciences (General Education)
<input checked="" type="checkbox"/>	Arts and Sciences
<input type="checkbox"/>	Career and Technical (General Education)

<input type="checkbox"/>	Career and Technical
<input type="checkbox"/>	Developmental

If course is offered only in specific semesters, please explain below:

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Maximum number of weeks for which the course is offered:

16

[Do not edit the following section. Managed by Academic Affairs]

Is this a Core Competency Anchor Course? YES ☐ NO ☐

If "Yes," list Core Competency Student Learning Outcome Numbers being taught and assessed in this course (2.2, 3.1, etc.)

(Example) 2.2 [Press Tab to create new rows for each SLO]

Student Learning Outcomes (SLOs):

Objectives:

The student will become computer literate, develop problem solving skills, and be able to use a computing device as a tool to manage data/information by . . .

1. Defining and identifying current technology terminology in the following areas:
 - a. Four aspects of computing devices
 - i. Hardware
 - ii. Software
 - iii. Users
 - iv. Networks and communications
 - b. Applying basic operating systems theory
 - c. Utilizing data with emphasis in business applications
 - d. Utilizing data communications and the Internet
 - e. Developing a business systems design such as MIS (management information systems) and E-commerce
2. Solving problems in a logical manner using technology
3. Utilize the computer or computing device as a tool in
 - a. Solving business problems with spreadsheets and systems development
 - b. Management of correspondence and communication
 - c. Utilizing and manage data using databases and spreadsheets
 - d. Create and manage simple web pages
 - e. Utilize basic operating systems management
 - f. Utilize communication via the Internet

The student will demonstrate the ability to take ownership in the course and become responsible for their learning.

Expected Outcomes:

Upon successful completion of this course, the student will be able to:

1. Use computing devices in everyday life such as: electronic banking, communications, networks, office work, web access, etc.
2. Converse with computer "experts" and read general computer literature with a basic understanding of terms and how these terms apply.
3. Recognize current use of computer technology and see the possible future uses.

4. Use the computer as a tool to manage documents and data in relatively simple situations such as: produce term papers on a word processor, do calculations and produce charts within a spreadsheet, organize data in a database, and be able to merge data from various applications.
5. Use the computer as a tool to access the Web and manage information using the Internet (simple web pages, emails, download/upload, searches, ...)
6. Use the computer as a tool to do simple file management tasks like copying and deleting files/folders, moving files/folders, finding files, cloud storage of data, etc.
7. Take a logical approach to acquiring a computer system or computing device (hardware, software, people, and communication) for a business or their home/personal use.
8. Maintain software and data files on a machine, i.e. clean machine of malware, old files, etc.
9. Identify basic security issues dealing with technology.

Skills:

Operating System (OS) basics

1. Access to system basics
2. Use Logins
3. Manage users
4. Create/change passwords
5. Manage/organize files
6. Create folders (directories)
7. Copy/move files/folders
8. Delete files/folders
9. Download software
10. Utilize virus/spyware software
11. Install simple software
12. Update software

Internet basics

1. Access Web pages
2. Manage a browser (bookmarks, security issues, home page, history, addons, ...)
3. Manage email
4. Utilize search engines
5. Buy/sell on the Internet
6. Utilize Communications and social media
7. Create simple web pages and manage web pages
8. Upload page info to a web server
9. Utilize cloud computing (using Internet resources)
10. Utilize remote access to a system/server

Word processing

1. Basic editing
2. Copy/move text
3. Delete text/blocks of text
4. Search/Replace
5. Spell check, etc
6. Format and Layout
7. Manage paragraphs, sections, whole documents
8. Set margins
9. Utilize tables and/or tabs
10. Design page layout
11. Create columns
12. Insert graphics
13. Utilize headers/footers/footnotes
14. Insert text boxes
15. Manage document material using heading levels (outline form)

Presentation

1. Create slides
2. Arrange slides
3. Format slides and use themes
4. Add transitions
5. Add graphics

Spreadsheets

1. Enter labels
2. Enter numbers
3. Enter formulas
4. Utilize absolute/relative addressing
5. Copy formulas
6. Utilize basic functions
7. Utilize selected stat functions
8. Utilize the Lookup function
9. Utilize the Round function
10. Be able to format a sheet
11. Display data in a chart
12. Work with multi-sheets
13. Do "what if" analysis on data

Networking

1. Access communication information on a device
2. Configure a workstation to access a network
3. Adjust the IP status, either static IP or DHCP IP
4. Configure and/or verify DNS
5. Configure and/or verify the default gateway
6. Configure security on a device with wireless access

Database

1. Access information
2. Create a table
3. Set primary key
4. Define attributes/fields
5. Query a database
6. Create a form
7. Create a report