CIS125

Introduction to Data Processing

3 Credit Hours

Prepared by:

Michael R. Logan
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Career and Technical Education
Dr. John Keck, Dean
CIS125 Introduction to Data Processing

I. Catalog Description

A. Prerequisite: None

B. 3 credit hours

C. Introduction to Data Processing introduces students to hardware, software and terminology related to various computers. Additionally, there is the study of various data communications, networks, multimedia artificial intelligence, operating environments, and future computer uses. The course also gives practical lab experiences using Windows and Microsoft Professional (an integrated software package for word processing, spreadsheet, database, and presentation). Students may find it necessary to work in the computer lab outside of class in order to complete the assignments. This course fulfills the computer literacy graduation requirement for degree-seeking (F,S)

II. Expected Learning Outcomes/Assessment Measures

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<tr>
<th>Students will be able to operate in a windows environment including computer hardware and software.</th>
<th>In-class quizzes and/or in-class projects/worksheets on which students demonstrate the ability to utilize the windows hardware and software and understand certain networking concepts.</th>
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<tr>
<td>Students will be able to create and modify documents using Word application software.</td>
<td>Quizzes and/or in-class projects/worksheets on which students create documents that include tables, source references, headers, footers, and graphics.</td>
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<td>Students will become familiar with networking analysis and concepts.</td>
<td>In-class exam as well as homework and/or in-class projects/worksheets on which students demonstrate the ability to analyze peripherals and servers.</td>
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<td>Students will be able to create and modify spreadsheets and worksheets using Excel application software.</td>
<td>Projects/worksheets or quizzes on which students create spreadsheets and worksheets that include multiple calculations and formulas, conditional formatting, forecasting, graphics, and charts.</td>
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<td>Students will become familiar with input and output developments.</td>
<td>In-class exam as well as homework and/or in-class projects/worksheets on which students demonstrate the ability to analyze flat-panels, printers, and related ethics issues</td>
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<td>Students will be able to create and modify a presentation program using PowerPoint application software.</td>
<td>Projects/worksheets on which students create a presentation that includes multiple slides, graphics, bullets, picture enhancements, formats, speaker notes, and animation effects.</td>
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<td>Students will develop knowledge in regards to storage, utility programs, and operating systems.</td>
<td>In-class exam as well as homework and/or in-class projects/worksheets on which students demonstrate the ability to analyze storage requirements, operating system</td>
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Students will be able to create, modify, and query databases using Access application software. In-class assignments and/or quizzes and/or in-class projects/worksheets on which students create databases utilizing the table view, add fields, enter records, create a form, query the database, and create multiple reports.

III. Course Outline with Unit Objectives
   A. Windows and Computer Essentials
      1. System Software
      2. Application Software
      3. Microcomputer Hardware
      4. Data Management
   B. Word
      1. Creating and Editing a Document
      2. Enhanced Formatting Features
      3. Graphics and Tables
      4. Research Report Functions
   C. Networking
      1. Intranets v. VPN
      2. Cost Analysis of Fiber and Wireless
      3. Research Functions and on-line Databases
   D. Excel
      1. Creating a Spreadsheet/Worksheet
      2. Developing Formulas
      3. Formatting of Text and Numbers
      4. Simple and Multi-Series Charts
   E. Input and Output
      1. Pointing Devices and Voice Technology
      2. Display Devices including monitors
      3. Scanners, Printers, and PDA’s
   F. Storage and Systems
      1. CPU, Memory, and RAM
      2. Ports, Logic, Processors, and Control Unit
      3. Interface, Firewall, and Utilities
   G. Access
      1. Creating a Database
      2. Entering Records utilizing a Form
      3. Querying a Database
      4. Creating Reports
IV. Method(s) of Instruction
   A. Lecture
   B. Hands-on practice sessions in lab
   C. Discussion

V. Required Textbook(s) with publication information
   Microsoft Office 2007, Shelly, Cashman, Vermaat, Course Technology
   Discovering Computers 2008, Shelly, Cashman, Vermaat, Course Technology

VI. Required Materials (student)
    Jump-Drive, Writing utensil

VII. Supplemental References
     Online resources (including Student files) and other reference material

VIII. Method of Evaluation (basis for determining course grade)
      A. Examinations  50%
      B. Assignments/Homework  40%
      C. Quizzes  10%

IX. ADA Statement
    Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 169).

X. Academic Honesty Statement
    All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website).