EL CENTRO COLLEGE  
ITSC 1401  
INTRODUCTION TO COMPUTERS  
Syllabus

COURSE DESCRIPTION

Prerequisites: None

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. ITSC 1401 will not substitute for BCIS 1405 Business Computer Applications to meet the Business Field of Study requirement.

This is a 4 credit hour course (3 lec, 4 lab)

WECM END-OF-COURSE OUTCOME:

Identify the components of a computer system; use common applications; explain the impact of computers on society; identify computer careers; identify fundamentals programming structures; identify ethical use of computers; and use basic operating system.

STUDENT LEARNING OUTCOMES:

Upon successful completion of ITSC 1401, students will be able to:

- **Identify** basic concepts and vocabulary of information systems including hardware, software, storage, operating systems, network resources, database management, security, ethics, privacy, society and applications.

- **Produce** documents which include features using file management, web-based documents, word processing, spreadsheets, database, presentation graphics, and integration.

- **Reinforce** skills through interactive web exercises designed to expand understanding of chapter concepts and activities which enable you to become more proficient with fundamental technology skills.

- **Demonstrate** completion of tasks on the Lab Skills Assignment Grading Rubric for Word Processing, Spreadsheets, PowerPoint, Database and web documents.

COURSE MATERIALS:

Two textbooks (Lecture and Lab) are required for this course. Students have two options for purchasing new textbooks:

1. Traditional Textbooks

OR


**Required Software:** MS-Office 2010 (currently listed as $99.95)  
Students using other software on home computers must self-adapt the course material to 2010 requirements

**Storage Device:** 1G USB flash drive minimum

A student of this institution (El Centro College) is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Major Course Requirements**

Students will participate in **Discussion Forums**

Students will complete web-based **Critical Thinking exercises** related to course topics

Students will complete **Unit exercises** and **Visual Workshop lab assignments** for the following topics:

- **Understanding Essential Computer Concepts**
- **File Management**
- **Internet Explorer**
- **Word Processing Tasks**  
  (creating & editing documents, formatting text, paragraphs & documents)
- **Spreadsheet Tasks**  
  (working with formulas & functions, formatting a worksheet & charts)
- **Presentation Graphics Tasks**  
  (creating a presentation, modifying & inserting objects & finishing a presentation)
- **Database Tasks**  
  (designing databases & generating tables, forms & reports; devising & processing queries)
- **Integration Tasks**  
  (Integrate word processing, spreadsheet, database and presentation documents)

A **midterm** and **final exam** will evaluate the student’s understanding of computer literacy concepts and knowledge presented in each unit.

**Subject Matter**

Topics covered in the lecture portion of the course include:

- Introduction to Computers
- The Internet & World Wide Web
- Application Software
- The Components of the System Unit
- Input, Output & Storage
- Operating Systems & Utility Programs
- Communications and Networks
- Database Management
Disclaimer
The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

Policies
Students should click on the links below and read all of these policies.

General institutional policies
Course-related institutional policies