

## LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

### **SPECIAL NOTE:**

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

<b><u>COURSE NUMBER:</u></b>	COMP 120
<b><u>COURSE TITLE:</u></b>	COMPUTER INFORMATION SYSTEMS
<b><u>SEMESTER CREDIT HOUR:</u></b>	3
<b><u>DEPARTMENT:</u></b>	Computer Science
<b><u>DIVISION:</u></b>	General Education
<b><u>PLACEMENT TEST LEVEL:</u></b>	General Education Course Placement
<b><u>PREREQUISITE:</u></b>	None, keyboarding skills is recommended

### **COURSE DESCRIPTION:**

An introduction to the use of computer-based information systems and communications technology in a business environment. Includes an introduction to information technology terminology, hardware, software, and data communications as well as a survey of programming languages and emerging computer technologies.

### **COURSE OUTCOMES AND COMPETENCIES:**

**Students who successfully complete this course will be able to:**

1. Apply standards of Computer Based Information Systems to meet business environment needs.
  - Describe the basic components of a computer-based information system and explain how these components interact to accept input, process data, store data and information, generate output, and provide communication.
  - Compare computer systems and describe how each might be used in business.
  - Discuss the evolution of computers.
  - Describe the four phases of activity that a computer-based information system performs—input, processing, storage, output.
  - Compare the three approaches a company can take to organize a computerized data processing facility—centralized, decentralized, or distributed.

2. Categorize and evaluate the hardware components of a CBIS and explain how the components are used in a business environment.

- Identify the most widely used input, processing, storage, output, and communications hardware.
- Evaluate hardware based on specification standards.
- Discuss how CBISs are used to solve business problems and make decisions.
- Apply your knowledge of computer technology to recommend standards for the purchase of a reliable CBIS.

3. Evaluate, select, and use software that is appropriate to perform specific business tasks.

- Use online Help, manuals, and other resources to develop proficiency in the use of today's software.
- Use Microsoft Internet Explorer for research and communications.
- Use Windows XP and DOS to apply your understanding of command line, graphical, and menu-driven interfaces to effectively interact with computers and manage information.

4. Discuss Information Technology principles and developments.

- Explain how businesses use connectivity and communications to reach organizational goals.
- Outline the System Development Life Cycle and explain how it is used in a business environment.
- Evaluate computer technologies and describe how they have impacted the business environment.
- Discuss ethical, social, and legal issues involving computers and computer systems
- Describe the process of software engineering, typical control structures used in computer programming, and the programming languages typically selected for projects in today's businesses and organizations.
- Identify appropriate computer security methodology.

5. The student will be able to perform workplace competencies.

- Follow oral and written instructions.
- Participate in team tasks.
- Locate information and select the materials, tools, equipment, or other resources to perform the activities needed to accomplish a specific task.
- Define, understand and use common computer technology terminology.
- Compose, organize and edit information using a computer.
- Select and use subject-specific and industry-specific software.
- Access, navigate, and use online services.
- Send and receive email.
- Apply ethical considerations to the operation and management of information systems common to organizations.

