

## DELAWARE TECHNICAL & COMMUNITY COLLEGE

### COLLEGEWIDE COURSE SYLLABUS

<b>CAMPUS:</b>	Collegewide	
<b>DEPARTMENT:</b>	Computer Information Systems	
<b>COURSE NUMBER AND TITLE:</b>	CIS 107 – Intro to Computers & Applications	
<b>INSTRUCTOR NAME:</b>	<b>TELEPHONE:</b>	<b>E-MAIL:</b>
<b>PREREQUISITES:</b>	RDG 051	
<b>COREQUISITES:</b>	None	
<b>COURSE HOURS AND CREDITS:</b>	3 Credit – 2 Hours Lecture/Week 2 Hours Lab/Week	
<b>COURSE DESCRIPTION:</b>	This course is an overview of the computer information systems concepts. Students will learn hands-on how to use Windows, word processing, spreadsheets, and databases.	
<b>TEXT:</b>	To be selected by each campus department	
<b>MATERIALS:</b>		
<b>METHOD OF INSTRUCTION:</b>	Lecture, demonstration, laboratory assignments and evaluations.	
<b>MANUAL(S):</b>		
<b>DISCLAIMER:</b>		

## **Collegewide Core Course Performance Objectives**

The student will be able to:

1. Demonstrate an understanding of a computer system. (CCC 6; PGC 6)
2. Demonstrate an understanding of a computer operating system software. (CCC 6, PGC 6)
3. Demonstrate an understanding of a computer communication in Internet and networks. (CCC 5, 6; PGC 15)
4. Demonstrate an understanding of an information system. (CCC 2, 3, 4, 5, 6; PGC 4, 5, 6)
5. Use word processing software to create a document. (CCC 6, PGC 6)
6. Design and create a worksheet using spreadsheet software. (CCC 6, 7; PGC 3)
7. Create and use a database. (CCC 5, 6; PGC 4)
8. Create a presentation using appropriate software. (CCC 5, 6; PGC 3)

## **Measurable Performance Objectives**

(To be selected by each campus department)

## **Evaluation Criteria/Policies**

1. Students will demonstrate proficiency on all measurable performance objectives at least to the 75% level to successfully complete the course.

2. <b>Grade</b>	<b>Point Value</b>		<b>Explanation</b>
A	92	100	Student meets the measurable objectives in an outstanding manner.
B	83	91	Student meets the measurable objectives in an above average manner.
C	75	82	Students meets the measurable objectives.
R	0	74	Student does not meet the measurable objectives.

**Students should refer to the Student Handbook for information on Academic Standing Policy, Academic Honesty Policy, Student Rights and Responsibilities and other policies relevant to their academic progress.**