Title: Computer Concepts and Applications I
Abbreviation and Number: CISB106  AB Paper No.: 13-131
School: Business
Department: Computer Information Systems
Credits: 3  Course Sequence: ( ) Fall  ( ) Spring  ( X ) Fall and Spring
Hours Per Week:  ( 3 ) Lecture  ( ) Seminar  ( ) Laboratory  ( ) Studio  ( ) Kitchen
(  ) Other (Specify)
Pre-requisite(s): CIS100 or CISB100 or Permission of Instructor/Chair
Co-requisite(s): None

COURSE DESCRIPTION
This course introduces students to computer-related techniques, terminologies, hardware, software and information processing. Students utilise computer concepts, skills, and productivity tools such as word processing, spreadsheet, database and presentation to create a variety of documents.

SPECIFIC OBJECTIVES
Upon successful completion of this course, students will be able to

1) define computer terms;
2) identify major milestones in the computing timeline;
3) explain the data and information processing cycle;
4) discuss current computer topics, issues and trends in information technology;
5) apply the most suitable application for solving various problems; and
6) utilise computer applications in executing various projects.

COURSE CONTENT
I. Theory
   A. History
      i. Use of computers
      ii. Categories of computers
      iii. Data versus information
      iv. Computers and society
   
   B. Computer Hardware
      i. Data representation
      ii. Program interaction
      iii. The system unit
   
   C. Computer Storage Systems
      i. Devices and media
      ii. Random vs. sequential access
      iii. Disc
      iv. Flash memory
      v. Other types
D. Input and Output Systems
   i. Pointing devices
   ii. Scanning devices
   iii. Audio input/output – music and voice
   iv. Display devices
   v. Printers

E. Application Software
   i. Terminologies
   ii. Productivity Application Tools
   iii. Other

F. The Internet And The World Wide Web
   i. Accessing/searching
   ii. IP addresses
   iii. Domain names
   iv. URL’s
   v. E-mail
   vi. Surfing
   vii. Current trends

G. Multimedia and E-Commerce
   i. Multimedia elements
      a. Text
      b. Images
      c. Animation
      d. Audio
      e. Video
   ii. Web site design and development
   iii. Advantages and disadvantages
   iv. Types
   v. Business models
   vi. Implementation process

H. Ethics, Intellectual Property Rights
   i. Ethical Issues
      a. Use of copyrighted material
      b. Use of resources and information
      c. Business practices
      d. Decision making
   ii. Computer hoaxes
   iii. Digital manipulation

I. Environmental and Health Issues
   i. Computers and ergonomics
   ii. Access to technology
iii. Green computing
iv. Recycling and equipment disposal

II. Practical
A. Word processing
   i. Working with large complex documents
   ii. Creating and working with section breaks, headers, watermarks
   iii. Customising word features:
      a. Borders
      b. Bullets
      c. Theme fonts
   iv. Advanced table features
   v. Mail Merge, form letters, mailing labels, directories
   vi. Creation of professional newsletters and distribution techniques
   vii. Linking word processing document to spreadsheets

B. Spreadsheets
   i. Using Financial functions and data tables
   ii. Creating Amortization schedules
   iii. Sorting and querying a table
   iv. Working with multiple worksheets
   v. Querying records using AutoFilter
   vi. Using Database functions
   vii. Creating and using templates
   viii. Consolidation and linking workbooks

C. Databases
   i. Creation and enhancing forms
   ii. Advanced report creating features
   iii. Creating and using multi-table forms including sub-forms
   iv. Using macros, switchboards, Pivot Tables and Pivot Charts
   v. Using SQL
      a. Queries
      b. Sorting
      c. Joining tables
   vi. Comparing Access-Generated SQL statements
   vii. Updating data through SQL statements

D. Presentations
   i. Reusing
   ii. Customising and using advanced formatting features
   iii. Creating self running
   iv. Working with animated shapes and information graphics
   v. Collaboration features

E. Integration
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i. Embedding word processing memos in spreadsheet
ii. Embedding spreadsheets into presentations
iii. Creating form letters using database tables as source files
iv. Setting query conditions
v. Converting between documents word processing, spreadsheet and database

F. Personal Information Manager
   Managing Contacts and Personal Contact Information

ASSESSMENT
Tests 30%
Practical Lab Assignments 30%
Theory Class Assignments 20%
Final Examination 20%
Total .......................................... 100%

REQUIRED TEXTS


SUPPLEMENTARY READINGS/MATERIALS


JOURNALS
BYTE Magazine
PC Magazine
Personal Computing
WEB SITES
http://techupdate.zdnet.com (ZDnet)
www.pctoday.com (PC Today)
www.course.com (Course Technology)
www.ibm.com/university/scholarsprogram (IBM Scholars Programme)