

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

<b>Course Code and Number:</b> CIS 100		<b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>													
<b>Course Full Title:</b> Introduction to Computers and Digital Technologies															
<b>Course Short Title:</b> Computers & Digital Technologies															
<b>Faculty:</b> Faculty of Professional Studies		<b>Department (or program if no department):</b> School of Computing													
<b>Calendar Description:</b> Hands-on approach to learning the basics of operating systems, file management, knowledge management, cloud computing, and communications technology. Learn software skills relevant to student success in other courses, such as word processing, presentations, spreadsheets, and graphics.															
<b>Prerequisites (or NONE):</b>		None.													
<b>Corequisites (if applicable, or NONE):</b>															
<b>Pre/corequisites (if applicable, or NONE):</b>															
<b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Equivalent course(s): <b>COMP 100</b> <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		<b>Course Details</b> Special Topics course: <b>No</b> <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: <b>No</b> <i>(See <a href="#">policy 207</a> for more information.)</i> Grading System: <b>Letter grades</b> Delivery Mode: <b>May be offered in multiple delivery modes</b> Expected frequency: <b>Every semester</b> Maximum enrolment (for information only): <b>35</b>													
<b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar</td> <td>15</td> </tr> <tr> <td>Tutorials/workshops</td> <td>15</td> </tr> <tr> <td>Supervised laboratory hours (computer lab)</td> <td>15</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table>		Lecture/seminar	15	Tutorials/workshops	15	Supervised laboratory hours (computer lab)	15					<b>Total hours</b>	<b>45</b>	<b>Prior Learning Assessment and Recognition (PLAR)</b> PLAR is available for this course.	
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Supervised laboratory hours (computer lab)	15														
<b>Total hours</b>	<b>45</b>														
<b>Scheduled Laboratory Hours</b> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Transfer Credit</b> <i>(See <a href="#">bctransferguide.ca</a>.)</i> Transfer credit already exists: <b>Yes</b> Submit outline for (re)articulation: <b>Yes</b> <i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>													
<b>Department approval</b>		<b>Date of meeting:</b> December 10, 2021													
<b>Faculty Council approval</b>		<b>Date of meeting:</b> February 11, 2022													
<b>Undergraduate Education Committee (UEC) approval</b>		<b>Date of meeting:</b> February 25, 2022													

**Learning Outcomes**

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

1. Manage file organization locally, on a network, and in the cloud for personal and business use.
2. Apply advanced search techniques using search engines.
3. Create digital media with one's own digital footprint with the privacy concerns.
4. Demonstrate effective word-processing skills for creating research papers in one of MLA, Chicago, or APA style with decolonized adoption.
5. Apply spreadsheets skills for numerical analysis and to design financial documents.
6. Develop a professional presentation with graphics.
7. Demonstrate an awareness of ethics and equity issues relating to cloud computing and modern digital era.
8. Identify digital communication media tools.
9. Acknowledge the indigenous history and available resources online.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

Final exam:	30%	Quizzes/tests:	38%
Assignments:	32%		

**Details:**

Midterm: 28%

Weekly quizzes: 10%

Participation and professionalism: 15%

Other assignments: 17%

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Textbook	Evan, Martin and Poatsy	Technology in Action	2019
2. Textbook	Mulberg, Hogan, Davidson, Lau, Lawson, Williams, Rutledge, KosharekEvans	Exploring: MS Office 365	2019
3.			
4.			
5.			

**Required Additional Supplies and Materials** *(Software, hardware, tools, specialized clothing, etc.)*

Pearson MyIT lab access, MS Office 365

**Course Content and Topics**

Typical Modules:

- Introduction to computers, the internet, and mobile computing
- Digital communication tools
- Cloud computing
- Word processing
- Spreadsheets
- Presentation software
- Digital citizenship