COURSE IMPLEMENTATION DATE: January 2006
COURSE REVISED IMPLEMENTATION DATE:
COURSE TO BE REVIEWED: December 2009
(Four years after UPAC final approval date) (MONTH YEAR)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
Shaded headings are subject to change at the discretion of the department and the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT:	**Computer Information Systems**	
CIS 104		**3**
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS

Elements of Computer Information Systems
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

This is a computer literacy course designed for students with an interest in technology and the arts. Both lectures and labs play integral roles in the course. A major portion of the course will be devoted to providing exposure and familiarity with common computer applications such as word processing, electronic mail, spreadsheets, graphics, and multimedia (including the World Wide Web), and with an introduction to bitmap and vector artwork using Adobe Illustrator. These computer tools will be motivated by examples chosen from a variety of areas and disciplines.

This course can not be used for credit in the CIS program or in the Computer Science minor.

Students cannot take COMP 100 or CIS 100 for further credit.

PREREQUISITES: **None**
COREQUISITES: **None**

SYNONYMOUS COURSE(S)
(a) Replaces: _____ *(Course #)*
(b) Cannot take: **Comp 100 or CIS 100** *(Course #)* for further credit.

SERVICE COURSE TO:
Fashion Design, Visual Arts, Graphic Design *(Department/Program)*
any *(Department/Program)*

TOTAL HOURS PER TERM: **60**
STRUCTURE OF HOURS:

Lectures:	**45**	Hrs
Seminar:		Hrs
Laboratory:	**15**	Hrs
Field Experience:		Hrs
Student Directed Learning:		Hrs
Other (Specify):		Hrs

TRAINING DAY-BASED INSTRUCTION
LENGTH OF COURSE: _____
HOURS PER DAY: _____

MAXIMUM ENROLLMENT: **35**
EXPECTED FREQUENCY OF COURSE OFFERINGS:

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	☒ Yes	☐ No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	☐ Yes	☐ No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	☒ Yes	☐ No

AUTHORIZATION SIGNATURES:

Course Designer(s): Ora Steyn
Chairperson: *(Curriculum Committee)*
Department Head: Shelley Drysdale
Dean: Karen Evans
UPAC Approval in Principle Date:
UPAC Final Approval Date: December 7, 2005

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

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

Identify the necessity and importance for using computers in modern society.
Recognize the flexibility and depth computer applications offer to artistic fields.
Identify and use basic computer hardware and software.
Manage files in an efficient and effective manner.
Select and utilise appropriate software applications to complete various tasks to include text, image, and numeric processing applications.
Identify, setup and use various networking hardware and applications including logging onto the UCFV network.
Access newsgroups, the internet and network shares on the UCFV server.
Utilise email to communicate in a professional manner.
Develop graphics and create visual images for a web site using current graphics software.
Embed images into text processing and HTML code.
Assess the effectiveness of using different types of graphic formats (e.g. JPEG, GIF, PNG).
Create introductory artwork from bitmaps and vector graphics.

Work in a collaborative manner in the classroom.

METHODS:

Lecture
Demonstration and independent research
Practical application of skills knowledge and procedures
Group discussion and collaborative activities

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) ☒ Yes ☐ No

METHODS OF OBTAINING PLAR:

May include challenge exam, portfolio or interview with instructor.

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Required textbook:
Computer Confluence - Exploring Tomorrow's Technology (5^{th} or 6^{th} edition), by George Beekman
Additional Text or Lab Manual to cover Word, Excel and graphical artwork applications.

SUPPLIES / MATERIALS:

Lab manual

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Exercises - 35%

Quizzes - 20%

Individual Project - 45%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

1. The World of Computing
   History and computer evolution

Social implications of computers

2. Basic Hardware Concepts
   - Central processing unit
   - Memory
   - Peripherals
   - Input/output devices
   - CD/DVD's
3. Communications and Networks
   - Modems and communications software
     - Communication protocols
     - Local area networks (LAN)/ wide area networks (WAN)
     - Electronic mail/newgroups
     - Email
     - The World Wide Web
     - Web searches
4. File Management and Text Operations
   - File formats including extensions, acrobat, pdf, etc
   - Windows Explorer
   - Zipping and unzipping files
   - Introduction to word processing
   - Common features of word processors
   - Advanced word processing
   - Other examples of text processing to include:
     - a) letterhead
     - b) mail merge for the creation of labels etc.
     - c) other business documents
5. Computer Graphics and Multimedia - an overview
   - Basic concepts and hardware
   - Bit-mapped and object-oriented graphics
   - Applications
   - Basic concepts of hypermedia documents
   - Optimising and embedding images
   - Digital Cameras
   - Scanners
6. Graphical Artwork
   - Introduction to graphical artwork, raster images and vector graphics solving
   - Common graphical application features
   - Development and creation of artwork
7. Introduction to Website Navigation & Layout
   - Creation of a mock website on a CD Rom
   - Determine system of navigation
   - How to approach building a website
   - Research and analyse existing websites
8. Numeric Processing by Computer
   - Introduction to electronic spreadsheets
   - Common spreadsheet features
   - Advanced spreadsheet processing
   - Making decisions
   - General applications