STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

MASTER SYLLABUS

CITA 110 - Introduction to Information Technology

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CANINO SCHOOL OF ENGINEERING TECHNOLOGY
DECISION SYSTEMS
FALL 2018

A. **TITLE**: Introduction to Information Technology

B. **COURSE NUMBER:** CITA 110

C. **CREDIT HOURS: (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)**

 # Credit Hours: 3
 # Lecture Hours: 2 per week
 # Lab Hours: 2 per week
   Other: per week

Course Length: 15 Weeks

D. **WRITING INTENSIVE COURSE**: No

E. **GER CATEGORY:** None

F. **SEMESTER(S) OFFERED:** Fall/Spring/Summer

G. **COURSE DESCRIPTION:** This course is an introduction to information technology focusing on microcomputer applications and application software. It includes word processing, spreadsheet, database, electronic presentation and an introduction to HTML. Personal computer terminology, hardware system components, operating systems, and current web applications are covered. Hands-on experience is utilized throughout. A student who completes CITA 110 may not receive credit for any of the following one-credit courses in a degree program: CITA 106 Introduction to Word Processing, CITA 108 Introduction to Spreadsheets, nor CITA 112 Introduction to Electronic Presentations. Successful completion of this course will fulfill the SUNY Canton Computer Competency Graduation Requirement.

H. **PRE-REQUISITES/CO-REQUISITES:**

a. Pre-requisite(s): none
b. Co-requisite(s): none
c. Pre- or co-requisite(s): none

I. **STUDENT LEARNING OUTCOMES:**

By the end of this course, the student will be able to:

Course Student Learning Outcome [SLO]	*ISLO*
Describe how data is represented and stored internally	5
Describe the types of input, output, and storage devices	5
Describe the basic functions of data communication	5
Utilize basic networking concepts	5
Create, edit, format, save, and print word processing documents	1[W] 5
Create, edit, format, graph, save, and print spreadsheets	1[W] 5
Create, edit, save, and print database tools, such as tables, queries and reports	5
Create, edit, format, save, and print presentations	1[W] 5

J. APPLIED LEARNING COMPONENT: Yes__X___   No_____
- Classroom/Lab

K. % **TEXTS:** *CMPTR 2 - 2nd Edition* by Katherine T. Pinard; Robin M. Romer. ISBN-10: 1-285-09619-3. ISBN-13: 978-1-285-09619-3.

L. % **REFERENCES:** As determined by the instructor.

M. % **EQUIPMENT:** Computer lab classroom

N. % **GRADING METHOD:** A-F

O. % **SUGGESTED MEASUREMENT CRITERIA/METHODS:**
- Exams
- Projects
- Assignments

P. DETAILED COURSE OUTLINE:

I.   Introduction to Information Technology
- A.   The information age
- B.   The impact of Information Technology on Society
- C.   The role of Information Technology in Business

II. !   Computer Hardware/Software
- A.   Data representation
- B.   Input devices
- C.   Output device
- D.   Storage devices
- E.   Communications devices
- F.   System software: Windows
- G.   Application software: custom designed, packages, and suites

III. !   Networks and the Internet
- A.   Network
- B.   Internet security and privacy

IV. !   Word Processing
- A.   Entering, inserting, and deleting text. Opening, saving and printing documents
- B.   Editing: cut, copy and paste. Search and replace. Grammar and spell check
- C.   Formatting: alignment, fonts, text size, line spacing, margins, and indenting
- D.   Headers and footers.

V. !   Spreadsheet and Charting
- A.   Creating and saving spreadsheets.
- B.   Values, labels, formulas, functions, and ranges.
- C.   Editing, copying and print options.

VI.   Database tools
      A.   Database design: fields, records, and files.
      B.   Adding, editing, and deleting records.
      C.   Sorting, querying, and reporting.

VII.   Electronic Presentations
      A.   Creating and saving presentations
      B.   Creating a Slide Show
      C.   Enhancing a presentation
      D.   Slide Show Tools

VIII.   Integration
      A.   Creating, editing integrated projects among software applications' files
      B.   Navigating between the integrated software applications' files

IX.   Introduction to Web Apps tools

X.   HTML
      A.   Designing web pages
      B.   HTML concepts
      C.   HTML scripts

Q.   **LABORATORY OUTLINE:**

I.   Word Processing
      A.   Entering, inserting, and deleting text. Opening, saving and printing documents.
      B.   Editing: cut, copy and paste. Search and replace. Grammar and spell check.
      C.   Formatting: alignment, fonts, text size, line spacing, margins, and indenting.
      D.   Headers and footers.

II.   Spreadsheet and Charting
      A.   Creating and saving spreadsheets.
      B.   Values, labels, formulas, functions, and ranges.
      C.   Editing, copying and print options.

III.   Data Management
      A.   Database design: fields, records, and files.
      B.   Adding, editing, and deleting records.
      C.   Sorting, querying, and reporting.

IV.   Electronic Presentations
      A.   Creating and saving presentations
      B.   Creating a Slide Show
      C.   Enhancing a presentation
      D.   Slide Show Tools

V.   Integration
        A. Create integrated files between computer applications
        B. Edit, Format, and Print integrated files

VI.   Web Apps

VII.   HTML
        A. Designing web pages
        B. HTML concepts
        C. HTML scripts