Bossier Parish Community College
Master Syllabus

Course Prefix and Number: CIS 100
Credit Hours: 3-3-0

Course Title: Information Technology Principles

Course Prerequisites: None


Course Description: Overview of Information Technology concepts including hardware components, operating system and application software, network connectivity, and security principles.

Learning Outcomes:
At the end of this course, the student will
A. identify a variety of computer hardware components;
B. identify common operating systems and applications;
C. understand basic network connectivity principles;
D. identify and mitigate security threats;
E. understand basic Information Technology concepts

To achieve the learning outcomes the student will
(The letter designations at the end of each statement refer to the learning outcome(s).)

1. identify basic hardware components and their purpose; (A)
2. compare and contrast common computer connector types; (A)
3. compare and contrast common operating systems; (B)
4. identify common applications and their purpose; (B)
5. determine appropriate settings for wired and wireless network connections; (C)
6. compare and contrast different methods of data sharing and storage; (C)
7. identify basic security threats; (D)
8. use security best practices; (D)
9. explain how to buy, configure, and support a basic workstation; and (E)
10. describe the importance of environmental and safety concepts. (E)

Course Requirements:
1. Achieve a course average of 70% or above.
2. Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).
3. Students must have access to a Windows computer, Microsoft Office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are
available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

**Course Grading Scale:**
A = 89.5% - 100%
B = 79.5% - 89.4%
C = 69.5% - 79.4%
D = 59.5% - 69.4%
F = 0.0% - 59.4%

**Attendance Policy:** The college attendance policy is available at [http://www.bpcc.edu/catalog/current/academicpolicies.html](http://www.bpcc.edu/catalog/current/academicpolicies.html)

**Course Fees:** This course is accompanied with an additional fee for supplemental materials.

**Nondiscrimination Statement:** Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Title VI, Section 504, and ADA Coordinator
Sarah Culpepper, Coordinator
Disability Services, D-110
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6539
Email: sculpepper@bpcc.edu
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources Human Resources Office, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.