

# COSI 201 : Survey of Technology & Information Processing

This course introduces learners to a historical perspective of computing, information systems, hardware, software, and human resources. It explores their integration and application in business and other social segments. Learners will be required to complete lab assignments using the PC's operating system and several commonly used applications, such as word processors, spreadsheets, Internet browsers and search engines, and graphics presentations applications. In addition, learners demonstrate knowledge and abilities to utilize system software (e.g. Windows operating systems) and applications software (Microsoft Office 360) such as word processing, spreadsheets, graphics presentations, database management systems, and Internet browsers to solve business-related problems.

**Credits 3****Prerequisites**

(LIBR 150 may be taken concurrently).

**Prerequisite Courses**

LIBR 150

**Course Outcomes**

After successfully completing the course, the learner will be able to:

- Describe and apply concepts associated with computer hardware and computer software
- Utilize system software (Windows Vista) and applications software (Microsoft Office 2007) such as word processing, spreadsheets, graphics presentations, database management systems, and Internet browsers to solve business-related problems.
- Discuss and apply basic computer networking concepts
- Examine the Systems Development Life Cycle to understand the process of designing and developing information systems
- Identify issues relevant to living and working in an “information society.”

**Competency**

Technological Literacy