BCIS Digital Literacy Chart

Course	Description	Recommendation
CIT 105 Introduction to Computers	Provides an introduction to the computer and the convergence of technology as used in today's global environment. Introduces topics including computer hardware and software, file management, the Internet, e-mail, the social web, green computing, security and computer ethics. Presents basic use of application, programming, systems, and utility software. Basic keyboarding skills are strongly recommended.	This course is recommended for students who want an introduction to productivity software (such as Microsoft Office or Google Docs) in addition to learning the concepts surrounding computer hardware and operating systems, which can be valuable when selecting your computer based on individual needs. Real world use of computing is also discussed including online learning environments, email, social networking, computer security, and netiquette. This course is a core requirement for the Computer & Information Technologies program and is a prerequisite for many other CIT courses.
IMD 100 Digital Information & Communication Technologies	Introduces digital and social media concepts and technologies. Examines hardware, operating systems, applications, telecommunications, digital defense, ethics, and social media. Utilizes Windows operating system plus word processing, spreadsheet, database, and presentation applications. Emphasizes social media practices and concepts.	Students expressing interest in graphic design, web design, multimedia, or video editing should be advised to take this class. It is the Digital Literacy core requirement for the Information Management & Design program.
OST 105 Introduction to Information Systems	Introduces and familiarizes students with essential computer concepts and terminology including operating systems software, multitasking concepts, disk and file management and telecommunications. Teaches basic competencies in word processing, electronic spreadsheets, presentations, databases, and online skills including networking, electronic mail, Web browsing, and Internet research.	This class is for students who want to develop strong skills using Microsoft Office 2013. These include Word, Excel, Access, and PowerPoint…knowledge needed for research paper development, Accounting, and presentations prepared for multiple future classes and in the workplace. Students wanting to go into Office Systems Technology or Medical Information Technology (MIT) should take this class. OST 105 is a technical requirement for OST majors and a pre-requisite to OST 240 (technical requirement for OST, and option for MIT and Business Management Marketing, BMM).
EDU 204 Technology in the Classroom	Provides the student with a fundamental understanding of the uses of microcomputers in instruction and instructional management. Explores the methods of using multi-media in the classroom, designing web pages, and optimizing the use of current technology to enhance their instructional ability as well as classroom organization.	This course is highly recommended for students who plan on working with teachers and students in a classroom setting or those preparing to become a certified teacher. The emphasis of this course is to provide students with knowledge of microcomputers and software (Word, Excel, PowerPoint, Access, Social Media, etc.) integration in an educational setting. EDU 204 is the Digital Literacy course recommended for the Education (Teacher Preparation) program, Interdisciplinary Early Childhood Education program, and the AA/AS degree with an emphasis in Education.