CIS 110 Introduction to Computers

COURSE DESCRIPTION:
Prerequisites: None
Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the com
Topics include identification of hardware components, basic computer operations, security issues, and use of
software applications. Upon completion, students should be able to demonstrate an understanding of t
and function of computers and use the computer to solve problems.
Course Hours per Week: Class, 2, Lab, 2, Semester Hours Credit, 3.

LEARNING OUTCOMES:
Upon completing requirements for this course, the student will be able to
1. Identify the basic elements required in a computer system.
2. Produce electronic documents using various software applications.
3. Illustrate the role of the computer for personal and professional uses.

OUTLINE OF INSTRUCTION:
I.   Technology for Success: Computer Concepts
         A. Impact of Digital Technology
         B. The Web
         C. Computer Hardware
         D. Software and Apps
         E. Security and Safety

II.   Operating Systems
         A. Introduction to Windows 10
         B. Working with the Windows 10 Desktop

III.   Microsoft Word
         A. Creating and Modifying a Flyer
         B. Creating a Research Paper

IV.   Microsoft PowerPoint
         A. Creating and Editing Presentations with Pictures
         B. Enhancing Presentations with Shapes and SmartArt

V.   Microsoft Excel
         A. Creating a Worksheet and a Chart
         B. Formulas, Functions, and Formatting

REQUIRED TEXTBOOK AND MATERIAL:

Subscription to the Cengage Unlimited digital Library or a Choice of:

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