



CIS 1005

Division: Career and Technical Education

Department: Computer Information Systems

Course: CIS 1005

Title: Introduction to Computers - Word Processing

Catalog Description:

This mini-course will help students understand the basics of a word processor and use text editing commands.

This will prepare students to use the computer for improving the quality of their essays and term papers in other classes. While this mini-course covers the material needed to pass the computer and information literacy (CIL) areas for document preparation programs, it goes beyond these requirements.

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 0; Lecture: 0; Lab: 0

Clock/Hour Requirements: 15

Offered for Non-Credit: No

Prerequisites: None

Corequisites: None

Justification:

This course is a subset of the CIS 1010 course which has similar courses taught at all colleges in the state [see CIS 1010]. This has been broken down to allow students who did not pass the document preparation area of the CIL (Computer and Information Literacy) requirement to cover the information required without being required to take the entire CIS 1010 course.

Student Learning Outcomes:

- Students will be able to understand the basics of a word processor and use fundamental text editing commands
- Students will be able to prepare to use the computer for improving the quality of their course work in other classes. For example, students should be able to turn in better essays and term papers
- Students will be provided with supervised opportunities for developing skills in the actual use of basic applications software.

Content:

Course objectives will be accomplished by providing students with learning experiences in the following subject areas:

- beginning skills, including creating, entering, editing, saving, retrieving, and printing a document
- setting tabs and margins, double-spacing, headers and footers, page numbers, bolding and

- underlining, and editing by moving-copying-deleting blocks of text
- vary a document's fonts and sizes, underlining, and type styles.

General Education Outcomes:

Key Performance Indicators:

In class:

- Student grades will be based on a combination of lab exercises (5-25%), quizzes (5-25%), tests (10-50%), and a final exam or project (20-50%).

Following class:

- Post evaluation will be measured by passing the CIL test for document preparation.

Representative Text and/or Supplies:

- *Course Technology Illustrated Brief Edition Series*, current edition, Cambridge, MA: Course Technology.
- Supplementary materials: A diskette is provided to students for storing their computer files. Occasional handouts are also distributed.

Optimum Class Size: 20

Maximum Class Size: 48

Signatures:

I hereby submit this course syllabus:

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I hereby find this course consistent with the goals and resources of the Computer Information Systems Department:

Michael P. Medley, MBA, Assistant Professor, Chair

I hereby find this course consistent with the goals and resources of the Career and Technical Education Division:

Michael P. Medley, MBA, Assistant Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)