



CIS 1011

Division: Career and Technical Education

Department: Information Technology

Course: CIS 1011

Title: Computer Fundamentals

Catalog Description:

This is a fundamental course in basic computer concepts based on the objectives of the IC3 certification exams. Students will also come to understand the basics of an operating system and be able to use fundamental operating system commands. This course will help students understand the principles of the Internet and teach them how to use public and private networks as information resources in a research setting. They will also learn to use electronic communication such as e-mail. Students will be taught, through hands-on lab experience, the basics of common applications including word processing, spreadsheets, and presentation software.

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 2; Lecture: 2; Lab: 0

Clock/Hour Requirements: 30

Offered for Non-Credit: Yes

Prerequisites: Basic English and Math Skills

Corequisites: N/A

Justification:

This course meets the demand for an introductory computer course for beginners and majors in fields that do not require more extensive computer application awareness. This course is recommended by the Computer Information Systems Department Advisory Committee. This course prepares students for job readiness at graduation and/or transfer to a four-year college.

Student Learning Outcomes:

Students will gain a basic understanding of what computers do, how they work, and how they are best used to prepare documents, spreadsheets, and presentations. Through completion of this course, students will:

- identify types of computers
- maintain computer equipment
- identify basic hardware components and their function
- solve simple, common problems related to computer hardware
- describe the purpose of an operating system
- solve simple, common problems related to operating systems

- change system settings
- install and remove applications software
- manage files using tools provided by the Windows operating system
- describe the benefits and risks inherent in network and Internet computing
- describe how e-mail works
- use an e-mail application correctly to send, receive and manage documents, messages, and attachments
- demonstrate the use of a Web browser application
- demonstrate the use of search engines on the Internet
- demonstrate safe, legal, and responsible use of the Internet
- identify risks of using computers with relation to viruses and other security threats
- describe how hardware and software work together
- identify a variety of applications and the use to which each is best suited
- start and exit a Windows application
- identify common screen elements in the Windows environment
- change applications settings
- perform common printing functions
- create and edit basic word processing documents
- create and edit basic spreadsheet documents
- create and edit simple electronic presentations.

Content:

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

- computer hardware
 - identify types of computers
 - identify basic hardware components and their function
 - maintain computer equipment
 - solve simple, common problems related to computer hardware
- operating systems
 - describe the purpose of an operating system
 - solve simple, common problems related to operating systems
 - change system settings
 - install and remove applications software
 - manage files using tools provided by the Windows operating system
- networking and the Internet
 - describe the benefits and risks inherent in network and Internet computing
 - describe how e-mail works
 - use an e-mail application correctly to send, receive, and manage documents, messages, and attachments
 - demonstrate the use of a Web browser application
 - demonstrate the use of search engines on the Internet
 - understand impact of computing on society
 - demonstrate safe, legal, and responsible use of the Internet

- identify risks of using computers with relation to viruses and other security threats
- computer software
 - describe how hardware and software work together
 - identify a variety of applications and the use to which each is best suited
- common program functions
 - start and exit a Windows application
 - identify common screen elements in the Windows environment
 - change applications settings
 - perform common printing functions
 - create and edit basic word processing documents
 - create and edit basic spreadsheet documents
 - create and edit simple electronic presentations.

General Education Outcomes:

- 4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.
 Students will utilize a variety of Internet resources to retrieve information for the completion of assignments.
 Instructors will provide feedback to students regarding the methods and tools utilized for these exercises.

Applied Education Outcomes:

- 2) Students will become aware of industry specific certification and develop skills sufficient to acquire the same.
 Students will become aware of the entry level IC3 certification and develop skills sufficient to acquire this certification.

Key Performance Indicators:

Student Learning Outcomes will be assessed by two or more of the following Key performance Indicators:

- understanding of concepts studied
- "hands-on" practice of concepts learned
- demonstrated skill and understanding of each unit studied
- exams
- lab exercises
- major assignments
- the IC3 standard certification exams.

Representative Text and/or Supplies:

N/A

Optimum Class Size: 20
Maximum Class Size: 20

Signatures:

I hereby submit this course syllabus:

Michael P. Medley, MBA, Assistant Professor

I hereby find this course consistent with the goals and resources of the Information Technology 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)