

**CIS 070**  
**FUNDAMENTALS OF COMPUTING**

**COURSE DESCRIPTION:**

Prerequisites: None

Corequisites: None

This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents, and perform basic applications operations. Course Hours per Week: Lab, 2. Semester Hours Credit, 1.

**COURSE OBJECTIVES:**

Upon completion of this course, the student will be able to:

- a. Identify the main components of a microcomputer.
- b. Explain the functions of the operating system.
- c. Understand the capabilities of a microcomputer.
- d. Create, edit, and print documents using word processing and spreadsheet applications.
- e. Demonstrate the ability to save and access existing documents.

**OUTLINE OF INSTRUCTION:**

- I. Introduction to the microcomputer
  - A. Hardware
    - 1) CPU
    - 2) Monitor
    - 3) Keyboard
    - 4) Mouse
    - 5) Printer
  - B. Operating System
    - 1) Windows
      - (a) Understanding the Desktop
      - (b) Using the Taskbar
      - (c) Using "My Computer"
      - (d) Opening Applications
      - (e) Proper Shutdown Procedures
    - 2) Minimizing and Maximizing Windows
- II. Computer applications
  - A. Word processing
    - 1) Opening an existing document

- 2) Creating a new document
  - 3) Saving a document
    - (a) To the C: drive
    - (b) To the A: drive
  - 4) Editing a document
  - 5) Printing a document
- B. Spreadsheet**
- 1) Opening an existing spreadsheet
  - 2) Creating a new spreadsheet
  - 3) Formatting cells in a spreadsheet
  - 4) Creating formulas for spreadsheets
  - 5) Saving a document
    - (a) To the C: drive
    - (b) To the A: drive
  - 6) Printing a spreadsheet

**REQUIRED TEXTBOOK AND MATERIALS:**

To be announced in class.

**STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.