

CIS 113 COMPUTER BASICS

COURSE DESCRIPTION:

Prerequisites: None

Corequisites: None

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications. Course Hours Per Week: Lab, 2. Semester Hours Credit, 1.

LEARNING OUTCOMES:

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

- a. Identify the principal components of a computer system.
- b. Understand the capabilities of a computer.
- c. Demonstrate the use of disk operating system commands
- d. Recognize the more common computer terminology.
- e. Load and execute several software packages.
- f. Enter data on the computer.

OUTLINE OF INSTRUCTION:

- I. Working with Windows and File Management
 - A. Start Windows
 - B. Size, move, and scroll windows
 - C. Manipulate Windows
 - D. Format a Disk
 - E. Create a Folder
 - F. Copy a file and Change the File Attributes
 - G. Rename, Move and Delete a File or Folder

II. Working with Windows and File Management
Using Common Elements in Office
Start and Exit an Office application
Open and Save an Existing Document with a new name
Use the Taskbar to work in multiple Windows
Use Menus and Toolbars
Print a Document

III. Computer Applications

- A. Word
 - 1. Create a document
 - 2. Edit a document
 - 3. Format a document

- B. Excel
 - 1. Excel Basics
 - 2. Format a Worksheet
 - 3. Charts

- C. Access
 - 1. Database Components
 - 2. Create a Database
 - 3. Modify a Database

- D. PowerPoint
 - 1. PowerPoint Basics
 - 2. Create a Presentation
 - 3. Apply Graphical Elements
 - 4. Deliver a Presentation

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.