

CIS 110 Introduction to Computers

COURSE DESCRIPTION:

Prerequisites: None

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer system. Topics include identification of hardware components, computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the structure 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 of:

Cengage Unlimited Subscription Duration/Access	ISBN
4 months (term)	978035770000
12-months (multi-term)	978035770001
24 months (multi-term)	978035770002

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MindTap for The Shelly Cashman Series Collection, Microsoft 365 by Office 2021, Steven M. Freund, Ellen Monk, Susan Sebok, Joy L. Starks, Misty E. Vermaat, Corinne Hoisington, 2023 ISBN 9780357676660.

The free printed textbook rental (just pay Shipping & Handling) this course uses that can be ordered from the student's Cengage Dashboard after subscribing to Cengage Unlimited is:

Technology for Success and The Shelly Cashman Series Microsoft 365 by Office 2021, Joy L. Starks, Misty E. Vermaat, Corinne Hoisington, Jei: