

**Northwest Arkansas Community College
Business and Computer Information Courses**

CISM 1003 Computer Basics (F,S,Sum on demand)

Catalog Description

Acquaints the student with the basic computer skills required in today's society. This course covers such basic topics of using a computer: the keyboard, mouse, windows features, the World Wide Web, e-mail, computer components, protecting and upgrading your pc, and computer terminology. Elective course. Does not fulfill any degree requirements. (Outside lab time will be required.)

Prerequisites: None

Credit Hours: 3

Target Audience

The target audience is those students who have never used or have very limited experience with a computer.

General Course Objectives

- To offer curriculum and instructional methods that support student learning.
- To develop in each learner the skills and attitudes necessary for the attainment of academic and career goals.
- To develop in each learner the enjoyment of learning and the lifelong pursuit of knowledge.

Core Course Objectives

- A successful student will be able to log onto a computer, save, open, and modify documents, use e-mail, browse the World Wide Web and have familiarity with the standard windows interface.
- The student will learn concepts, conventions and terminology associated with the modern computer.

Required Texts and Student Resources

No textbook required.

Required Topics Covered

- Basic Computer Hardware – appearance, purpose and basic explanation of processes used
- Familiarization with the Windows Operating System and GUI Interface
- E-mail
- Browsing the World Wide Web
- Opening/Closing/Moving Files in a GUI Environment
- Use of Basic Windows Applications
- Introduction to Application Software
- Purchasing Your First PC - components and determining best fit for your needs