

Computer Information Department Course Outline

CISM 1003 COMPUTER BASICS (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. (Outside lab time will be required.)

Prerequisites

None

Credit Hours/Contact Hours/Load Hours

3/3/3

Target Audience/Transferability

The target audience for this course is those students who have never used, or have very limited experience with, a computer. This is an elective course. CISM 1003 does not fulfill any degree requirements.

Student Learning Outcomes

Students completing this course will:

- Log onto a computer
- Save, open, and modify documents
- Use e-mail
- Browse the World Wide Web
- Have familiarity with the standard windows interface.
- Define basic computer maintenance.
- Identify which computer system meets user requirements.
- Define the concepts, conventions and terminology associated with the modern computer.
- Utilize listening, reading and writing skills
- Explain the fundamentals of operating a computer including the basics of emailing and navigating the World Wide Web, thus putting information about other cultures at the student's fingertips.

Topics

- 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

Forms of Assessment

Quizzes, exams, homework assignments, plus a final exam.

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