

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
CIS 110S COMPUTER CONCEPTS AND APPLICATIONS
3 CREDIT HOURS

COURSE DESCRIPTION

Exploration of computer concepts with an emphasis on application software. Students will gain an understanding of security and ethical issues related to the use of the computer. The course explores basic computer usage and word processing, spreadsheet, presentation, and database software. Prerequisite: CIS 100S or satisfactory computer assessment score. Recommended preparation: OHA 100S or typing speed of 15 wpm. Lab fee.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
3	1. Use application software to create documents, spreadsheets, presentations, and databases to find solutions to a variety of situations.	3, 4
3	2. Utilize file management skills, e-mail correspondence, web browsers, and Internet applications.	4
3	3. Develop an understanding and appreciation for the importance of computer ethics in today's society.	1, 4
3	4. Demonstrate the importance of the implementation of security measures to prevent threats to computers and personal information.	6, 7

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison State. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Word Processing Software
2. Spreadsheets
3. Presentation Software
4. Databases
5. Security and Ethics