

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
CIS 100S INTRODUCTION TO COMPUTERS
1 CREDIT HOUR

COURSE DESCRIPTION

Basic computer concepts with an emphasis on computer skills within the Windows environment. The student will learn keyboarding, basic Windows Operating System concepts, how to organize data files using folders, and usage of My Computer and Windows Explorer for file management. An overview of the personal computer hardware and applications software is presented. Lab fee.

COURSE GOALS

The student will

Bloom's Level		Program Outcome
1	1. Explore basic aspects of a computer.	4
2	2. Distinguish between operating system software and application software.	4
3	3. Utilize Windows Operating System to accomplish file management tasks and explore productivity software.	4, 8
1	4. Recognize and identify the four major hardware components of a personal computer system: input, output, processing, and storage devices.	4
3	5. Demonstrate the ability to explore the Internet using different browsers and search engines.	4, 5, 7
3	6. Demonstrate the ability to use Blackboard and other campus technology.	4, 5, 8
1	7. Discuss current events related to computers and explore topics in mobile computing, social networking, cloud computing, and other current trends in technology.	4, 5
3	8. Demonstrate the ability to type at a speed of 30 words per minute with accuracy of less than three errors per minute.	4

CORE VALUES

The core values are a set of principles that guide Edison State Community College in creating its educational programs and environment. They will be reflected in every aspect of the College. Students' educational experiences will incorporate the core values at all levels, so that a student who completes a degree program at Edison State Community College will not only have been introduced to each value, but will have had them reinforced and refined at every opportunity.

TOPIC OUTLINE

1. Computer Basics
2. Computer and Edison account access
3. Minimize, maximize, move, size and close windows
4. Create, copy, move, rename, and delete files and folders
5. Create, save, format, and print files
6. The Internet and the World Wide Web
7. Search engines and web browsers
8. Logging off and shutting down a computer
9. Productivity Programs
10. Email (with attachments)

11. Ethics of licenses/copyrights/piracy
12. Computer Security and Privacy
13. Blackboard
14. Social networks and Digital Lifestyles
15. Cloud services
16. Current events in IT
17. Keyboarding