

COCONINO COMMUNITY COLLEGE

COURSE OUTLINE

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Status: Permanent

Date: December 4, 1991
Date: October 14, 1996
Date: November 10, 1999
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Date: Fall 2010

A. Identification:

1. Subject Area: Computer Information Systems
2. Course Number: CIS 102
3. Course Title: COMPUTER LITERACY
4. Credit Hrs: 2
5. Catalog Description:

Introduces students to general computer concepts including computer-related terminology, computer system components, and computer operations. Students will have an opportunity to become familiar with personal computers for personal or business applications and create documents using word processing, spreadsheet, charting, and database software. No prior computer experience is necessary. Two lecture. May be taken for S/U credit.

B. Course Goals:

To provide students the opportunity to become familiar with the fundamental concepts of personal computers for individual use or business applications. Students will create word processing, spreadsheet, chart, and database documents using computer software.

C. Course Outcomes:

Students will:

1. Define computer-related terminology.
2. Describe the uses and limitations of microcomputers.
3. Describe procedures related to the use of computer hardware and software.
4. Explain the functions of basic computer system hardware components.
5. Identify major milestones in computer technology development that have led to the current environment.
6. Operate a microcomputer to create, edit, save, print, and open files.
7. Create documents using computer software for word processing, spreadsheet, charting, and database.
8. Determine the minimum requirements of a new microcomputer based on individual needs.
9. Discuss social issues and problems created by or related to computer technology.

D. Course Outcomes Assessment:

Assessment will include:

1. Pre and Post Test
2. Capstone project including all the course content and outcomes

E. Course Content:

1. Computer system components
2. Computer technological evolution
3. Computer technology in the workplace

4. Future trends in computer technology
5. Advantages and limitations of computers
6. Social issues related to computer technology
7. Hardware and software
8. Purchasing a personal computer
9. Introduction to the Windows environment
10. Introduction to the Internet and Web browsers
11. Introduction to the following application software:
 - a. Word processing
 - b. Spreadsheet
 - c. Charts
 - d. Database