

CIS1 and CIS 100 Counseling Notes

CIS 100 – BASIC COMPUTER SKILLS (entry-level)

Catalog Description: An introduction to entry-level college computer applications, online, and operations skills in a lecture/lab setting. Topics include word processing, spreadsheets, electronic presentations, the Internet, email, online course management environments, basic hardware operations (keyboarding, mouse, monitor, printer, disk storage), GUI operating systems, and electronic file management.

Skills required to demonstrate course learning outcomes:

(students should already be able to do the following if they enroll in CIS1)

- Compose and format basic word processed documents.
- Design and implement basic spreadsheet documents.
- Design and implement basic electronic presentations.
- Send and receive email documents with attachments.
- Conduct efficient Internet research.
- Work in a course management environment.
- Navigate an operating system to utilize GUI controls and functional elements.
- Keyboarding 20-25 words per minute.
- Keyboard alphabetic characters by touch using proper technique.
- Organize, store, and retrieve electronic files.

CIS 1 – COLLEGE COMPUTER LITERACY

Course Description:

A transfer-level course in the use of hardware, software, and online resources. Course management software facilitates discussions, homework submissions, exams, and grading. A project integrating all the fundamental elements of office software and basic digital media elements is required.

Recommended Preparation:

If the student does not possess entry-level college computer skills, he or she should complete CIS 1 00 (as needed) before enrolling in CIS 1. Students with entry-level college computer skills understand basic hardware operations (keyboard, mouse, monitor, printer, and disk storage); use word processing, spreadsheet and electronic presentation software to complete simple documents in text, graphic and numerical formats; search the Internet; use email; and understand basic file-management functionality.