

**Course Outline for CIS 8**  
**ESSENTIAL COMPUTING SKILLS**  
**Effective: Spring 2018**

**I. CATALOG DESCRIPTION:**

CIS 8 — ESSENTIAL COMPUTING SKILLS — 2.00 units

Fundamental computer competency course designed to develop the basic computer skills and knowledge required in today's technological world. Basic computer competency is no longer a nicety, but a necessity in our personal and work lives. Topics include: basic computer hardware/software, networks and the Internet, effective web searches, file management skills, and cloud storage options. Hands-on experience with word processing, spreadsheet, presentation, and database software using Microsoft Office. No previous experience with computers is required.

1.50 Units Lecture 0.50 Units Lab

**Grading Methods:**

Letter or P/NP

**Discipline:**

- Computer Information Systems

|                       | <b>MIN</b> |
|-----------------------|------------|
| <b>Lecture Hours:</b> | 27.00      |
| <b>Lab Hours:</b>     | 27.00      |
| <b>Total Hours:</b>   | 54.00      |

**II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1**

**III. PREREQUISITE AND/OR ADVISORY SKILLS:**

**IV. MEASURABLE OBJECTIVES:**

**Upon completion of this course, the student should be able to:**

- A. Identify the major hardware components of a computer and their functions;
- B. Perform common file management tasks;
- C. Identify types of computers and be able to effectively use the graphical user interface (GUI) to open and close programs and resize or hide program windows;
- D. Create documents using word processing software at a basic level
- E. Create presentations using presentation software at a basic level;
- F. Create spreadsheets using spreadsheet software at a basic level;
- G. Use a database program to enter, edit, find, and print data;
- H. Use a browser to effectively to search for information on the Internet;
- I. Recognize computer security threats including computer viruses and implement data protection such as virus protection software and firewalls.

**V. CONTENT:**

- A. Computer Concepts and Windows
  1. Computer Hardware
    - a. Storage
    - b. Memory
    - c. CPU
    - d. Displays
    - e. Common input/output devices
    - f. Types of computers, e.g., desktops, laptops, tablets
  2. Software
    - a. Operating systems vs. application software
    - b. Common program features
  3. Windows
    - a. The Desktop
    - b. The Taskbar
    - c. The Start Button and its Menus
    - d. Sizing and moving program windows
    - e. Safely removing storage media
    - f. Shutting down the computer
- B. Managing Files
  1. Basic file browsing and file management skills

2. Opening files and folders
3. Creating folders
4. Moving and copying files and folders
5. Deleting and restoring files and folders
6. The Windows Recycle Bin, Emptying the Recycle Bin
- C. Word Processing
  1. Introducing the Word Screen
  2. Creating, editing, formatting, saving, and printing documents using Microsoft Word
  3. Using Word's Table feature
  4. Incorporating graphics into a Word document
  5. Navigating in a Word documents
- D. Spreadsheets
  1. Introduction to Microsoft Excel window
  2. Worksheets and Workbooks
  3. Entering Data
  4. Text Entries, Number Entries
  5. Editing Entries, Selecting Cells , Aligning Cell Entries
  6. Printing, Print Preview
  7. Formulas
  8. Formatting Entries, Number Formats
  9. Create basic charts
- E. Presentations
  1. Exploring the PowerPoint window
  2. Adding Slides and Changing Layout
  3. Entering, editing, and formatting slide text
  4. Applying design themes
  5. Saving a Presentation
  6. Clip Art, Transitions, and Animation
  7. Printing and Print Preview
  8. Running a presentation
- F. Database
  1. Introduction to databases and Access
  2. Opening and saving a database
  3. Adding, editing, and deleting fields and records
  4. Data types
  5. Print data
- G. The Internet
  1. Introduction to web browsers, e.g., Mozilla Firefox, Chrome
  2. Searching the Web
  3. Basics of searching using different search engines
  4. Navigating within websites
  5. The Address Bar
  6. URLs
  7. Domains
  8. Tabbed Windows
  9. Creating, using, and organizing Bookmarks and Favorites
  10. Opening additional browser windows
  11. Printing web pages
- H. Computer and Network Security
  1. Email Spam - Define spam and recommendations on how to avoid it.
  2. Email Scams - Describes common email scams (too-good-to-be-true, phishing) and recommendations to avoid them
  3. Computer security concerns
  4. Protecting data
  5. Virus protection/firewalls/network security

## VI. METHODS OF INSTRUCTION:

- A. Hands-on lab assignments
- B. **Lecture** -
- C. Computer demonstrations with overhead display panel
- D. Videos

## VII. TYPICAL ASSIGNMENTS:

- A. Reading
  1. Read the chapter on Hardware Essentials. Complete the hands-on sections within the chapter.
- B. Hands-on lab assignment, such as:
  1. using File Explorer, create a new folder where you will store your completed CIS 8 assignments. Name the folder CIS 8 Assignments--Completed. Within the CIS 8 Assignments--Completed folder create the following subfolders:
    - a. Word Documents
    - b. Excel Workbooks
    - c. PowerPoint Presentations
    - d. Access Databases
  2. using Word, create a memo and save the memo in your Word Documents folder
  3. using Excel, create a personal budget and save the workbook in your Excel Workbooks folder
  4. using PowerPoint, create a presentation and save the presentation in your PowerPoint Presentations folder.

## VIII. EVALUATION:

### A. **Methods**

1. Quizzes
2. Projects
3. Lab Activities

### B. **Frequency**

1. Chapter quizzes
2. Final projects
3. Weekly hands-on lab assignments utilizing basic features of common software applications that demonstrate and reinforce mastery of the various software tools

## IX. TYPICAL TEXTS:

1. Fehl, Alec. *Your Digital Foundation*. 1st ed., Labyrinth Learning, 2018.
2. Murphy, Jill. *Welcome to Microsoft Office 2016*. 1st ed., Labyrinth Learning, 2018.
3. Stolins, Russel. *Essential Computing Skills*. 2nd ed., Labyrinth Learning, 2016.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Mobile storage device: zip disk, flash drives, CD RW
- B. Access to the World Wide Web with any major Web browser
- C. MS Office software: Word, Excel, PowerPoint, Access