# CIS 110 Introduction to Computers

**COURSE DESCRIPTION:**
Prerequisites: None
Corequisites:  None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.
Course Hours per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

**LEARNING OUTCOMES:**
Upon completing requirements for this course, the student will be able to:
1. Identify the basic elements required in a computer system.
2. Produce electronic documents using various software applications.
3. Illustrate the role of the computer for personal and professional uses.

**OUTLINE OF INSTRUCTION:**
I.      Technology for Success: Computer Concepts
    A.  Impact of Digital Technology
    B.  The Web
    C.  Computer Hardware
    D.  Software and Apps
    E.  Security and Safety

II.     Operating Systems
    A.  Introduction to Windows 10
    B.  Working with the Windows 10 Desktop

III.    Microsoft Word
    A.  Creating and Modifying a Flyer
    B.  Creating a Research Paper

IV.     Microsoft PowerPoint
    A.  Creating and Editing Presentations with Pictures
    B.  Enhancing Presentations with Shapes and SmartArt

V.      Microsoft Excel
    A.  Creating a Worksheet and a Chart
    B.  Formulas, Functions, and Formatting

**REQUIRED TEXTBOOK AND MATERIAL:**

Subscription to the Cengage Unlimited digital library. Choice of:

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MindTap for The Shelly Cashman Series Collection, Microsoft 365 & Office 2021, by Sandra Cable, Steven M. Freund, Ellen Monk, Susan Sebok, Joy L. Starks, Misty E. Vermaat, 1st Edition, [©]2023, ISBN 9780357676660.

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Technology for Success and The Shelly Cashman Series Microsoft 365 & Office 2021" by Sandra Cable, Joy L. Starks, Misty E. Vermaat, Corinne Hoisington, Jennifer T. Campbell, Mark Ciampa, Barbara Clemens, Steven M. Freund, Ralph Hooper, Ellen Monk, Susan Sebok, Lisa Ruffolo, 1st Edition, [©]2023, ISBN 9780357676929