RICHMOND COMMUNITY COLLEGE

COURSE SYLLABUS

COURSE: CIS 070   FINDAMENTALS OF COMPUTING

HOURS: Lecture: **0**   Lab/Shop: **2**   Work Exp/Clinical: **0**   Credits: **1**

COURSE DESCRIPTION:

This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

PREREQUISITE(S): None

COREQUISITE(S): None

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Open Educational Resources (OER) are listed in the course Moodle.

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Identify the main components of a computer.
2. Explain the functions of the operating system.
3. Manage files and folders using Microsoft Windows Explorer.
4. Define the Internet and explain how to navigate the Web pages.
5. Create, edit, and print common documents using Microsoft Office.
6. Communicate and collaborate with others using Moodle, e-mail, discussion forums, social media, and other information technologies.
7. Select a country and develop an informative PowerPoint presentation about the country's location, population, culture, religious beliefs, or other pertinent information.

***Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.