



COURSE SYLLABUS

PO Box 1189
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Hamlet, NC 28345
(910) 410-1700
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COURSE: CIS 110 INTRODUCTION TO COMPUTERS

HOURS: Lecture: 2 Lab/Shop: 2 Work Exp/Clinical: 0 Credits: 3

COURSE DESCRIPTION:

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.

Note: This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

PREREQUISITE(S): None

COREQUISITE(S): None

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Open Educational Resources (OER) are listed in the course Moodle. This course requires a computer capable of running the full version of Office 365. For RichmondCC students, Office 365 is free for installation to personal devices. For students who do not have the necessary devices, open computer labs running Office 365 are available on RichmondCC campuses.

COURSE GOALS:

1. Prepare for the Microsoft Office Specialist (MOS), Word Specialist certification.
2. Prepare for the Microsoft Office Specialist (MOS), PowerPoint Specialist certification.

STUDENT LEARNING OUTCOMES:

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

1. Describe basic computer concepts, component operations, and computer terminology.
2. Describe the purpose and function of an operating system.
3. Prepare professional documents and correspondence using Microsoft Word.
4. Develop professional presentations using Microsoft PowerPoint.
5. Utilize the online help system to research features and functions in order to increase efficiency in using an application.
6. Discuss the concepts and general operation of the Internet and World Wide Web, and demonstrate Web-related skills such as browsing, searching, and using hyperlinks.
7. Collaborate with colleagues and others using information technology, such as online discussion groups, e-mail and Moodle.

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