CIS122
Basic Computer Skills
1 Credit Hour

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Revised: 3/11/2013

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CIS122 BASIC COMPUTER SKILLS

I. CATALOG DESCRIPTION

   A. Prerequisite and/or co requisite: Reading Proficiency

   B. 1 credit hour

   C. Basic Computer Skills is designed to provide the student with fundamental computer skills and essential word processing capabilities. This course meets the computer literacy requirement for degree-seeking students. (F,S,Su)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURES

| Demonstrate computer operations within the Windows operating system, including both hardware and software. | Quizzes, Examinations, and/or in-class projects/worksheets |
| Create and modify documents using Word application software. | Quizzes, Examinations, and/or in-class projects/worksheets |

III. COURSE OUTLINE

   A. Introduction to Microcomputer Systems

   B. Introduction to Operating Systems Software

   C. Introduction to Word Processing Software

IV. METHOD(S) OF INSTRUCTION

   A. Lecture

   B. Instructor Demonstration

   C. Hands-on practice sessions in lab

V. REQUIRED TEXTBOOK(S)

VI. REQUIRED MATERIALS (student)
    Jump-drive, writing utensil

VII. SUPPLEMENTAL REFERENCES
    Online resources (including student files) and other reference material

VIII. METHODS OF EVALUATION
    A. Examinations  50%
    B. Assignments/Homework  40%
    C. Quizzes  10%

IX. ADA AA STATEMENT
    Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169)

X. ACADEMIC HONESTY STATEMENT
    All students are responsible for complying with campus policies as stated in the Student Handbook (see College website)
    http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84