

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:

- A. Identify the basic elements required in a computer system.
- B. Produce electronic documents using various software applications.
- C. Illustrate the role of the computer for personal and professional uses.

OUTLINE OF INSTRUCTION:

- I. Computers, Devices, and the Web
 - A. Computers
 - B. Mobile and Game Devices
 - C. Data and Information
 - D. The Web
 - E. Digital Security and Privacy
 - F. Programs and Apps
 - G. Communications and Networks
 - H. Technology Uses
- II. Connecting and Communicating Online: The Internet, Websites, and Media
 - A. The Internet
 - B. Connecting to the Internet
 - C. The World Wide Web
 - D. Types of Websites
 - E. Digital Media on the Web
 - F. Other Internet Services
- III. Computers and Mobile Devices: Evaluating Options for Home and Work
 - A. Mobile Computers and Desktops
 - B. Servers
 - C. Terminals

- D. Supercomputers
 - E. Cloud Computing
 - F. Mobile Devices
 - G. Game Devices
 - H. Embedded Computers
 - I. Ports and Connections
 - J. Protecting Hardware
 - K. Health Concerns of Using Technology
- IV. Programs and Apps: Productivity, Graphics, Security and Work
- A. Programs and Apps
 - B. Productivity Applications
 - C. Graphics and Media Applications
 - D. Personal Interest Applications
 - E. Communications Applications
 - F. Security Tools
 - G. File, Disk, and System Management Tools
- V. Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses
- A. Digital Security Risks
 - B. Internet and Network Attacks
 - C. Unauthorized Access and Use
 - D. Software Theft
 - E. Information Theft
 - F. Hardware Theft, Vandalism, and Failure
 - G. Backing Up
 - H. Wireless Security
 - I. Ethics and Society
 - J. Information Privacy
- VI. Windows 10 and Office 2016
- A. Windows 10 File Management
 - B. Microsoft Word
 - a. Creating, Formatting, and Editing a Word Document with a Picture
 - b. Creating a Research Paper with References and Sources
 - C. Microsoft PowerPoint
 - a. Creating and Editing a Presentation with Pictures
 - b. Enhancing a Presentation with Pictures, Shapes, and WordArt
 - D. Microsoft Excel
 - a. Creating a Worksheet and a Chart
 - b. Formulas, Functions, and Formatting
 - E. Microsoft Access
 - a. Databases and Database Objects
 - b. Querying a Database