



CIS 111 Basic PC Literacy

Credit Hours	Lecture Hours	Lab Hours	Prerequisite or Corequisite
2	1	2	None

CATALOG DESCRIPTION

This course provides a brief overview of computer concepts for those who have not received credit for CIS 110. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

REQUIRED RESOURCES

Textbook(s)

Microsoft Office 2003: Introductory Concepts and Techniques 2nd Edition by Shelly Cashman

Materials

USB drive that comes with your book

Technology

none

LEARNING OBJECTIVES

- 1 To familiarize the student with basic computer terminology and operations.
- 2 The student will be introduced to Windows XP and its basic operations such as starting programs, using menus and dialog boxes managing windows basic file management.
- 3 The Student will be introduced to Microsoft Office XP and its applications.

COURSE DELIVERY METHODS

If this course is taught as an online, hybrid, or web enhanced course; the course will require access to the PCC Blackboard learning system via the Internet. Students are expected to login to the Blackboard course **AT LEAST 3 times per week**. Students are also expected to use the PCC Campus Cruiser web mail system to correspond with the instructor and **check email at least once every 24 hours Monday – Friday**.

COURSE SPECIFIC INFORMATION

Complete syllabus with due dates, attendance policies, and other information is provided by the instructor for the course.