



## CIS 110: Basic Computing Skills

Students are introduced to computers and to business applications with emphasis on applications and Windows Explorer. Students learn to use applications individually and to use multiple applications to develop a project. Students learn to use email effectively and to do research on the Internet using multiple browsers and their advanced features. Students will use the Microsoft Windows operating system and the current version of Microsoft Office. This course is designed for students with no prior computing experience and is not part of any CIS options. It is not open to students who have successfully completed or currently enrolled for credit in CIS 111. Three lecture hours per week. Instructional Support Fee applies. Gen. Ed. Competencies Met: Information Literacy.

### Course Student Learning Outcomes

1. Utilize basic computer skills to navigate the computer, Windows Explorer, as well as complete basic computer tasks.
2. Utilize email effectively as a means of professional business communication.
3. Apply effective methods of searching online to conduct course related research.
4. Successfully create and make basic modifications to documents, spreadsheets, and presentations.
5. Work with and understand the business purpose and basic application of a database program.

**Credits:** 3

**Program:** Computer Information Systems