

Course Objectives/Course Outline
Spokane Community College

Course Title: Computer Fundamentals for Vocations

Prefix and Course Number: CIS 105

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Demonstrate basic computer and software application skills as needed by vocational programs.

Course Outline

Coursework may include but is not limited to the following sample outline:

- A. Basic file management and Windows navigation
- B. Practical application of software packages including, but not limited to:
 - I. Word Processing
 - II. Spreadsheet
 - III. Presentation
 - IV. Email
- C. Introduction to Internet and web-based education tools and resources
- D. Introduction to Internet based testing and/or certification
- E. Other computer topics as needed by vocational programs