Course Objectives/Course Outline
Spokane Community College

Course Title: **Introduction to Computer Applications**
Prefix and Course Number: **CIS 110**

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

- Be able to identify the basic components of a personal computer system
- Have a basic understanding of how a PC operates
- Be able to demonstrate the ability to effectively use:
  Windows XP features
  File Management
  Word Processing software
  Spreadsheet software
  Database software
  Presentation software

Course Outline:
I.   Identify the basic components of a personal computer system and their function
  a. Input devices
  b. Processor
  c. Output devices
  d. Storage devices
  e. Communication between computers
II.   Have a basic understanding of how a PC operates
  a. Definitions of Hardware and Software
  b. Understand the steps in the Machine Cycle
III.   Be able to demonstrate the ability to effectively use:
  a. Internet tasks
      i.   Web site searching/browsing
      ii.   Extracting data from web sites with citations
      iii.   Understanding of URL's
      iv.   Utilizing E-mail
  b. Windows XP features
      i.   Starting/ending applications
      ii.   Controlling the Desktop
      iii.
          Document Management
      iv.   Formatting a disk
      v.   Create, Rename, Delete folders
      vi.   Navigating folder structure
      vii.   Copy, Rename, Delete Documents
  c. Word Processing software
      i.   Create a document
      ii.   Formatting/Organizing text
      iii.   Use of Graphics and Tables
      iv.   Use of Columns
      v.   Printing a document
      vi.   Use of Spell Check
      vii.   Use of Thesaurus
  d. Spreadsheet software

      i. Create, Modify, Delete worksheets within a workbook
     ii. Change formatting of cells
    iii. Utilize formulas and functions within a worksheet
    iv. Create, modify charts from worksheet data

e. Database software
      i. Create a database
     ii. Create, Modify tables/field properties
    iii. Create relationships between tables
    iv. Create, Modify, Use Forms
     v. Create, Modify, Use Reports
    vi. Create, Modify, Use Queries
   vii. Use of Filters
  viii. Add, Change, Delete data in tables

f. Presentation software
      i. Create, Use Slide layouts
     ii. Create, Modify, Delete text
    iii. Create, Modify, Delete bulleted lists
    iv. Using Animation, Tables, Charts
     v. Import Objects