

JEFFERSON COLLEGE

COURSE SYLLABUS

CIS122

BASIC COMPUTER SKILLS

1 Credit Hour

Prepared by:
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CIS122 Basic Computer Skills

I. CATALOGUE DESCRIPTION

- A. Pre-requisite and/or Co-requisite: Reading Proficiency
- B. 1 Credit Hour
- C. Basic Computer Skills is designed to provide the student with fundamental computer skills and essential word processing capabilities. This course meets the computer literacy requirement for degree-seeking students. (F,S,Su)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Demonstrate computer operations within the Windows operating system, including both hardware and software	Quizzes Examinations And/Or In-Class Projects/Worksheets
Create and modify Documents using Word application software	Quizzes Examinations And/Or In-Class Projects/Worksheets

III. OUTLINE OF TOPICS

- A. Introduction to Microcomputer Systems
- B. Introduction to Operating Systems Software
- C. Introduction to Word Processing Software

IV. METHOD(S) OF INSTRUCTION

- A. Lecture
- B. Instructor Demonstration
- C. Hands-On Practice Sessions in Lab

V. REQUIRED TEXTBOOK(S)

Rutkosky, Nita, Denise Sequin, and Audrey Rutkosky, *Microsoft Word 2010 with Windows 7 and IE8.0*, Paradigm, (Current Edition)

VI. REQUIRED MATERIALS

Jump-Drive and Writing Utensil

VII. SUPPLEMENTAL REFERENCES

Online Resources (including Student Files) and other Reference Materials

VIII. METHOD OF EVALUATION

A.	Examinations	50%
B.	Assignments/Homework	40%
C.	Quizzes	10%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Technology Center 101; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website <http://www.jeffco.edu>).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.