|  |  |
| --- | --- |
| **ELEMENT** | **CONTENT** |
| DEPARTMENT | BUS |
| AUTHOR (S) |  |
| COURSE NUMBER | **CIS 1030** |
| COURSE TITLE | **Introduction to Computers** |
| SHORT TITLE | Intro Computers |
| COURSE LEVEL | 1000 |
| DATE CREATED |  |
| CHECKED/CHANGED | 6/6/2017 |
| PREREQUISITES |  |
| COREQUISITES |  |
| RESTRICTIONS |  |
| SPECIAL FEES | No |
| CREDITS | 3 |
| HOURS | 3 hours of lecture and lab per week |
| SEMESTER | As required |
| COURSE DESCRIPTION | In this course, the student becomes familiar with the Windows operating system, the applications that comprise the Microsoft Office software suite (word processing, spreadsheet, database, and presentation graphics), and communication software. |
| SUGGESTED TEXTS |  |
| OPTIONAL TEXTS |  |
| COURSE OUTCOMES |  |
| COURSE CONTENT |  |
| LAB/STUDIO OUTCOMES |  |
| LAB/STUDIO CONTENT |  |
| LECTURE CAPACITY | 18 |
| LAB CAPACITY |  |
| GRADED OR P/NP | Graded |
| EVALUATION |  |
| DELIVERY METHOD | Lecture |
| ROOM REQUIREMENTS | Computer lab |
| AUTHOR’S NOTES |  |