

# COLLEGEWIDE COURSE OUTLINE OF RECORD

## CINS 101, INTRODUCTION TO MICROCOMPUTERS

COURSE TITLE: Introduction to Microcomputers

COURSE NUMBER: CINS 101

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENG 083 Reading Strategies for College and ENGL 093 Introduction to College Writing, or ENGL 095 Integrated Reading and Writing.

SCHOOL: Business

PROGRAM: Office Administration

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF LAST REVISION: Fall, 2013

EFFECTIVE DATE OF THIS REVISION: Fall, 2014

CATALOG DESCRIPTION: Introduces the physical components and operation of microcomputers. Focuses on computer literacy and provides hands-on training in four areas of microcomputer application software: word processing, electronic spreadsheets, database management and presentation software. Use of a professional business integrated applications package is emphasized.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Identify the principle hardware components of a microcomputer and describe their functions.
2. Define basic computer terminology.
3. Explain the relationship of computer hardware and software.
4. Power up a microcomputer and use operating systems utilities to create and manage folders, copy, move, and delete files, and control the operation of the computer.
5. Use word processing application software to perform the following tasks: create and edit text; save and retrieve a document; format, edit, and print a document; center, underline, bold, and indent text; use the search and replace functions; create multi-page documents; use the spell and grammar checker.
6. Use a spreadsheet application software to perform the following tasks: create, save, and print a worksheet; format a worksheet; create simple formulas that include relative and absolute cell references; perform what-if analysis; use basic worksheet functions, such as SUM, AVERAGE, COUNT, MAX, MIN, and IF; and create and format a chart.
7. Use database application software to perform the following tasks: add and delete records in a database; sort and filter records in a database; create queries, forms, and reports in a database.
8. Demonstrate how electronic presentations are created.
9. Discuss how communicating and collaborating over the internet and using office application software and social media can increase global awareness.
10. Demonstrate global awareness using information technology.

COURSE CONTENT: Topical areas of study include:

|                                |  |
|--------------------------------|--|
| Identify hardware              | Microcomputer operating systems utilities and files directory      |
| Computer Hardware and Software | Computer terminology e.g. social media, smart grid, WWW & Internet |
| Spreadsheet application        |  |
| Database application           |  |
| Word processing application    |  |

***Acknowledgment: "This material is based upon work supported by the Department of Energy: Energy Delivery Technologies Division- National Energy Technology Laboratory under Award Number DE OE-0000469."***

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