



BCIS 1120 Computer Literacy

Course Number	BCIS 1120
Course Name	Computer Literacy
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	Overview of computer hardware, software, and the Windows or Linux environment. You will cover basic computer operating principles, file management, the using the Internet, along with an introduction to word processors, spreadsheets, and database programs. (3, 3T+0L)
Course Student Learning Outcomes/Objectives /Competencies	<p>Learn about computer hardware, software and other basic functions</p> <ul style="list-style-type: none"> • To provide a concise introduction to computers • To teach the fundamentals of computers, particularly with respect to personal computers, software, and the web • To present strategies for purchasing a desktop computer, notebook computer, smart phone, portable media player, and digital camera • To offer an introduction to the following Microsoft products: Windows 10, Word 2016, PowerPoint 2016, and Excel 2016 • To expose students to practical examples of the computer as a useful tool • To acquaint students with the proper procedures to use a computer, interact with the web, and create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use • To help students discover the underlying functionality of Microsoft Office so student can become more productive • To develop an exercise-oriented approach that allows learning by doing • To offer alternative learning techniques and reinforcement via the web • Use of the Internet for communications, research and entertainment • Creating, editing, and sharing pictures and video • Ethical and responsible use of computer technology • Create polished documents and presentations in Microsoft Excel, PowerPoint and Word 2016
College-Wide Student Learning Outcomes measured (General education courses only)	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence

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Program Student Learning Outcomes measured	