

Montgomery County Community College  
CIS 100  
Introduction to Personal Computers  
1-1-0

**COURSE DESCRIPTION:**

This course includes an overview of personal computer operations and applications. The PC will be used for hands-on experience with personal computer operations and Windows, word processing, electronic spreadsheets, and the Internet. The course assumes no previous knowledge of personal computers. This course may be taken on a Pass/No Pass (P/NP) basis only. The grade will not affect grade point average.

**REQUISITES:**

*Previous Course Requirements*

None

*Concurrent Course Requirements*

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Define the fundamentals of computer hardware and software. The System Board and its components; RAM, ROM & the CPU are discussed. Microsoft System and Application software products are discussed to describe its utilization.	Lecture Discussion Demonstration Hands-On Exercises	Discussion
2. Utilize Hands-on exercises, using the Microsoft Windows operating system as well as popular productivity software including MS-Word and MS-Excel.	Lecture Discussion Demonstration Hands-On exercises.	Documents and Spreadsheets
3. Explain the Internet and its inception.	Lecture Discussion Demonstration Hands-On exercises.	Evaluation

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The

benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

#### SEQUENCE OF TOPICS:

1. Components of the Personal Computer
2. Types of Software
3. Using the Keyboard and Mouse
4. Computer Terminology
5. USB Flash Drives and CD/DVDs Storage Media
6. Using the Basic Functions of Windows
  - a. running programs
  - b. using menu and dialogue boxes
  - c. moving and sizing Windows program groups
  - d. using the My Computer program group
  - e. using Windows Explorer
  - f. the recycle bin
7. The Internet
8. E-mail and Web Search
9. Word Processing and Spreadsheets Productivity Software Exercises

#### Optional Topics May Include:

1. System Selection
2. Computer Maintenance and Security
3. The Future

#### LEARNING MATERIALS:

None required

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

#### COURSE APPROVAL:

Prepared by: Marie Hartlein	Date: 2002
Revised by: Lee Bender	Date: 6/2003
Revised by: Michael Morrone	Date: 4/2009
Revised by: Michael Morrone	Date: 3/2013
VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 6/10/2013
Revised by: Patricia Rahmlow	Date: 5/2017
VPAA/Provost or designee Compliance Verification:	Date: 8/21/2017



*This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.*