



Course Syllabus Computer Applications: CIS 105

Faculty Name:	
Course Information:	COMPUTER APPLICATIONS: CIS 105
Course Section, Term and Year:	
Course Meeting Times & Location:	

Contact:

Phone Number:	
Office Location:	
Email address:	
Enter days/time you are available to meet with students.	

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end interpret the words?

Communication:

Faculty Communication with Students:

Discuss how faculty will contact students.

Student Communication with Faculty:

Discuss how students will contact faculty when they have questions or concerns.

Course Description:

CIS 105 Computer Applications

3-0-3

The course provides an introduction to microcomputers (**PC-Based computer, NOT Google Chromebook**) and end-user system/application software (**PC-Based computer, NOT Google Chromebook**). The personal computer is demonstrated as a tool to support other academic or professional disciplines. Topics include basic computer hardware, operating systems, the Internet, word processing software, spreadsheet software, and presentation graphics software. The course emphasizes familiarization with computer components and the operation of the overall computer system.

Course Learning Outcomes:

The student will be able to:

1. use a graphical user interface style of operating system software to create/rename/move folders, copy/rename/delete files, and find files/folders.
2. use word processing software to create, save, edit, format, retrieve, and print documents.
3. use spreadsheet software to create, use calculations, save, edit, format, retrieve, and print workbooks.
4. use presentation graphics software to create, save, edit, format, retrieve, and print presentations.
5. integrate files created in different applications.

General Education Learning Outcomes:

N/A

Program Learning Outcomes:

Course Resources:

Textbook:	Enter title, edition, author, ISBN for required text.
Materials:	Enter all additional required materials and tools needed to complete course here.
Access:	List access codes needed for websites or other software. .

Course Policies:

Click here to describe how students will participate in your class. Include policies regarding missed exams, makeup exams, extra credit assignments, late assignments, missed assignments, etc.

Course Delivery:

Course Content:

Lecture Format:

Student Expectations specific to this course:

Course Outline and Schedule

Grading Method:

Click here to enter a clear explanation of how students will be evaluated, including a description of course assessments and a statement of the assessment process and measurements. Include weight/percentages for quizzes, exams, papers, projects, homework, attendance, participation, etc.

Grading Scale:

Letter	Grade Range
A	Enter range for A.
A-	Enter range for A-.
B+	Enter range for B+
B	Enter range for B.
B-	Enter range for B-
C+	Enter range for C+.
C	Enter range for C.
D	Enter range for D.
F	Enter range for F.

Earn an FMCC Micro-credential Badge:

Check this link to see if this course meets a requirement for an FM Micro-credential Badge:

<https://www.credly.com/organizations/fulton-montgomery-community-college/badges>