

CIS 101 - Computer for Beginners

Challenge Exam Syllabus

3 credits

Prerequisites: None

Electives: Open/Free

Proficiencies: None

COURSE DESCRIPTION: This introductory course will provide an overview of a personal computer and its effectiveness as a tool in the work environment or for personal use. The topics will include the use of the Windows operating system, file management, security, word processing basics, the World Wide Web and its resources including e-mail, web browsers, and search engines.

COURSE OBJECTIVES:

The purpose of this course is to develop an understanding of File Management, the Internet, Email and word processing application software. Upon successful completion of this course the student's will be able to:

Demonstrate a basic skill level with Windows XP

- Get started with Windows XP
- Resize, Move and Scroll Windows
- Maximize, Restore, Minimize and Close Windows
- Create a New Folder
- Copy, Move, Rename, and Delete Files
- Find Files and Folders
- Compress Files
- Share Files and Folders
- Manage the Recycle Bin
- Add Hardware and Software

Demonstrate a basic skill level with the World Wide Web (WWW)

- Browse the WWW using Links, the Address Bar, History and Favorites
- Print, Save and email a Web Page
- Create a Desktop Shortcut to a Web Page
- Clear the Cache, Cookies, and History
- Describe how Plug-ins work
- Identify and Compare Popular Web Browsers
- Determine the risks of using the WWW
- Identify Safe Browsing Strategies

Demonstrate a basic skill level with Searching the World Wide Web (WWW)

- Formulate a Keyword Query to implement a Search
- Search with the Address Bar and the Instant Search Feature
- Locate Expert Resources
- Find online Library Catalogs and Scholarly Resources
- Search with Boolean Operators
- Locate News and Opinion Resources

- Find Invisible Web Resources and Specialized Databases
- Use a Directory Search Site and a Meta-Search Engine

Demonstrate a basic skill level with Communication using E-mail

- Locate and Set Up a Web-Based E-Mail account
- Send, Receive and Reply to an E-Mail message
- Print messages
- Create Folders and Filters
- Delete E-Mail from your account
- Compare E-Mail Systems
- Identify Appropriate E-Mail Netiquette
- Minimize Nuisances Associated with E-Mail
- Explore Mailing Lists
- Find Special Interest Newsletters

Demonstrate a basic skill level with Word Processing Basics

- Create, Save and Edit a new document
- Select and Format Text, use Spell Checker and Grammar Checker
- Preview and Print Documents and use the Help System
- Insert and Modify Clip Art and Pictures
- Add Visual Elements
- Create and Format a Table
- Delete Table Elements
- Create a Table from Existing Text
- Create a document using a Template
- Use Microsoft Office Online Templates
- Use Building Blocks
- Use Comments and Track Changes in a Document
- Compare and Combine Documents
- Circulate Documents for Review

REQUIRED TEXT AND MATERIALS:

- *Custom Program for CIS* published by Pearson Custom Publishing.

Please email Ethel Schuster eschuster@necc.mass.edu with any questions you have regarding this Challenge exam