

**Eastern WV Community & Technical College
Master Course Record**

Course Prefix and Number: CIS 114
Course Title: Introduction to Computer Applications and Concepts
Recommended Transcript Title: Introduction to Computer Applications and Concepts
Date Approved/Revised: 11/16/15; 11/20/17
Credit Hours: 3 Contact hours per week (Based on 15 week term): Lecture: 3 Lab:
Prerequisite: None Corequisite: None Pre/Corequisite: None
Grading Mode: Letter Grade
Catalog Description: Covers computer concepts and internet skills and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills.
Course Outcomes: <ol style="list-style-type: none"> 1. Describe the most recent technology trends, digital safety and security, and demonstrate familiarity with basics of windows OS and iOS 2. Describe how information is accessed, searched, shared, communicated 3. Utilize library resources 4. Describe the latest Microsoft Windows and other operating systems 5. Describe the latest Microsoft Office applications 6. Demonstrate basic knowledge of word processing software 7. Demonstrate basic knowledge of presentation software 8. Demonstrate basic knowledge of spreadsheet software 9. Demonstrate basic knowledge of database software
Implementation Cycle: Fall and Spring
Role in College Curriculum: (Check all that apply) <input checked="" type="checkbox"/> General Education Core: Information Science <input type="checkbox"/> Technical Core (Specify Program) <input checked="" type="checkbox"/> Restricted Elective: AAS in BUS; CAS in BUS; AAS in BOS; CAS in BOS; and Computer Applications Specialist CAS <input checked="" type="checkbox"/> General Elective <input type="checkbox"/> Workforce Education <input type="checkbox"/> Other (Please specify)
Course Fee: None
Instructor's Qualifications: Master's degree in Information Technology, Information Systems, or Master's degree with 18 graduate hours in Information Technology.
Expanded Course Description: This course consists of lectures and hands-on application.

Form revised 12-12-16

Prepared by: Seyed Mirkhani, Division Chair for Business, Computer and Information
Technology, 11/10/15, 9/27/17

Approved Per LOT Minutes:

Dean of Teaching and Learning

Date

Course Number & Title: CIS 114 – Introduction to Computer Applications and Concepts
Date Prepared/Revised: 11/28/12; 11/10/15; 9/27/17
Date Course Approved by Curriculum Committee: 11/6/17
Date Course Approved by LOT: 2/22/13; 11/16/15; 11/20/17