COLLEGE OF THE MARSHALL ISLANDS
COURSE OUTLINE

CIP No. 11.0601

CAP 066  Basic Computer Applications
Alpha Number  Course Title

Course Description
Provides a general introduction to computer use and terminology. Includes instruction in
keyboarding skills, the use of a learning management system, and internet based communication
and personal organization. Focuses on using software and internet resources to support learning
across classes. Familiarizes the student with word processing and electronic presentations.

Course prepared by:  STEM Department  March/2012

<table>
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<tr>
<th>Lecture</th>
<th>Hours per Week</th>
<th>Number of Weeks</th>
<th>Total Hours</th>
<th>Credits</th>
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Purpose of Course:  Degree Requirement  Degree Elective  General Education  Certification  Developmental  Community Education  Other

Prerequisite(s)  Placement

Signature, Curriculum Committee Chairperson  5/23/14

Signature, Dean of Academic Affairs  5/23/14

Signature, Vice President of Academic and Student Affairs  5/23/14

Last Date reviewed or revised:  May, 2014
I. Basic Computer Applications
Course Title

II. Course Outcomes

A. General Learning Outcomes

The student will:

1. Recognize computer terminology (DEV 2)
2. Keyboard with speed and accuracy (DEV 2)
3. Share and organize information via software (DEV 2)
4. Apply software resources and internet searches in support of learning objectives across classes (DEV 9)
5. Create electronic documents (DEV 2)

B. Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Demonstrate proficiency in computer terminology and use.
2. Type 25 adjusted words per minute or more.
3. Share and organize information via a file system, learning management system, email package and electronic calendar.
4. Investigate topics using internet search techniques and software resources
5. Create slideshows, documents and videos

III. Course Content

This course introduces computer terminology and use – focusing on using software and internet resources to support learning.

1. Computer terminology
2. Basics of using electronic devices
3. Keyboarding Skills
4. Desktop and File Management
5. The Internet and the World Wide Web
6. Email, Calendar, Contacts
7. Introduction to word processing
8. Introduction to presentation software
9. Various Learning Technologies

IV. Methods of Instruction

1. Lecture with audio-visual presentation and demonstrations using Learning Management Systems (LMS)
2. Supervised practical experience
3. Individual and group in-class projects

V. Equipment and Materials

1. Computer lab with Internet access
2. Computer projector and speakers
3. Audio headsets and microphones
4. Software, LMS
5. Printers, scanners
VI. **Suggested Methods of Evaluation**

1. Observation during skill building exercises
2. Assignments
3. Projects
4. Participation
5. Quizzes
6. Exams

Letter grades will be assigned per CMI Grading System.
**Course History Summary**

Course Number: **ICS 106 Introduction to Computer Basics (2cr)**

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<td>5-12-09</td>
<td>Approved</td>
<td>10-14-09</td>
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<td>4-4-12</td>
<td>Changed to ICS 100</td>
<td>4-4-12</td>
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<td>Added to CAP 006 because of deemed a developmental course AND Test is required to test out</td>
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