



Abraham Baldwin

AGRICULTURAL COLLEGE

A State College of the University System of Georgia

TIFTON, GEORGIA

Course Syllabus

Course Name: Fundamentals of Computer Applications
Course Number: CISM 2201
Course Description: <i>A course designed to assure a basic level of computer applications literacy to include word processing, spreadsheet, presentation software, database, LAN, e-mail, and Internet utilization.</i>
Pre-requisites/Co-requisites: n/a
<p style="text-align: center;">Course Learning Outcomes: Upon completion of the course, the student will:</p> <ol style="list-style-type: none">1. understand how information technology aids business decision making.2. identify the components of a typical microcomputer system.3. identify and describe the most widely used general microcomputer software applications, the difference between application software and system software and understand the role of operating system software.4. demonstrate a knowledge of computer hardware and software, including "multimedia" and be familiar with the legal, ethical, and privacy issues relating to the use of hardware and software in a business environment.5. be familiar with computer networks and know the basic components of communications system to include e-mail, user interfaces, communications and the Internet.6. effectively use application software which includes:<ol style="list-style-type: none">a. word processingb. spreadsheetc. database managementd. presentation software
Course Learning Outcomes: EXPECTED STUDENT OUTCOMES Student Learning Outcomes for the Core Curriculum
I. Communications: Oral and written communication will be characterized by clarity, critical analysis, logic, coherence, persuasion, precision, and rhetorical awareness.
<input type="checkbox"/> Ability to communicate in various modes and media, including the proper use of appropriate technology;

II. Quantitative Reasoning and Mathematics: quantitative reasoning and mathematics will be characterized by logic, critical evaluation, analysis, synthesis generalization, modeling, and verbal, numeric, graphical, and symbolic problem solving.

Ability to identify and properly use appropriate technologies for scientific inquiry and communication including collecting and analyzing scientific data;

IV. Scientific Reasoning: Scientific reasoning will be characterized by understanding and applying scientific method, laboratory techniques, mathematical principles, and experimental design to natural phenomena.

Ability to identify and properly use appropriate technologies for scientific inquiry and communication including collecting and analyzing scientific data;

http://www.usg.edu/academics/programs/core_curriculum/outcomes.phtml

College Policy on Class Attendance:

http://www.abac.edu/catalog/2007_2008/AcademicPolicy.pdf

College Policy on Academic Dishonesty:

http://www.abac.edu/catalog/2007_2008/AcademicPolicy.pdf

If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor.

This is a partial syllabus. More detailed information relating to the class and Instructor will be made available to each student.