

## LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

### **SPECIAL NOTE:**

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

<b><u>COURSE NUMBER:</u></b>	COMP 110
<b><u>COURSE TITLE:</u></b>	COMPUTER CONCEPTS AND APPLICATIONS
<b><u>SEMESTER CREDIT HOURS:</u></b>	3
<b><u>DEPARTMENT:</u></b>	Computer Science
<b><u>DIVISION:</u></b>	General Education
<b><u>PLACEMENT TEST LEVEL:</u></b>	General Education Course Placement
<b><u>PREREQUISITE:</u></b>	None, adequate keyboarding skill is recommended.
<b><u>REVISION DATE:</u></b>	April, 2013

### **COURSE DESCRIPTION:**

An introduction to the study of computer hardware and use of software including operating system, Internet browser, word processing, spreadsheet, database, and presentation programs.

This course provides students with the opportunity to acquire a conceptual knowledge of microcomputer hardware and a practical use of software. Students are introduced to today's information age and the components of a microcomputer system. During hands-on experience the students will learn how to use the most widely used software packages: operating system, Internet browser, word processing, spreadsheet, database, and presentation application software.

The objective of this course is to help the student develop basic knowledge of computer hardware components and master foundation skills in using computer software. The student will then be able to use a computer to perform basic tasks.

## **COURSE OUTCOMES AND COMPETENCIES:**

**The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.  
Kansas Regents Shared Number Course CSC 1010**

**Students who successfully complete this course will be able to:**

1. Demonstrate the understanding of basic computer concepts regarding hardware, software, ethics, and security issues.

- Demonstrate the understanding of specification and configuration of computer hardware.
- Identify and describe the functions of common input, storage, processing, and output devices.
- List the sizes and capacities of common storage media.
- Discuss the common uses of a network.
- Identify security threats and solutions.
- Identify the ethical and social standards of conduct regarding the use of information and technology.

2. Identify the major roles of operating systems and system software.

- Describe the common types of computer software: systems software, Internet browser, word processing, spreadsheet, and database.
- Identify and use common Windows 7 elements.
- Switch between programs using the taskbar.
- Use the elements of the Computer, Libraries, and Windows Explorer windows.
- Use folders to manage files and documents.
- Use Windows Help.
- Use Windows terminology.

3. Identify the impact, use, and information evaluation of the Internet.

- Define the Internet.
- Identify and describe the elements of a Uniform resource locator (URL).
- Use browsing and linking techniques.
- Navigate the Internet using the browser's buttons and shortcut keys.
- Communicate on the Internet using netiquette.
- Send, receive, answer, forward, and file e-mail messages.
- Use browse feature to attach documents to email or upload documents to the Internet.
- Perform searches using search engines.
- Evaluate the relevance and content of information found on the Internet.

4. Use Word 2010, word processing software, to create, edit, and produce professional documents.

- Explain the advantages of using word processing software.
- Use word processing terminology.
- Use the ribbon, toolbars, menus in Word 2010
- Perform basic word processing tasks (copy, move, cut, and paste text)
- Use a variety of formatting features:
  - Fonts (Font style, size, bold, underline, italics)
  - Paragraph (line spacing, bullets, numbering, borders, indentation)
  - Styles (Word 2010 styles, themes)
  - Insert (tables, clip art, shapes, page breaks, headers, footers, and page numbers)
  - Page Layout (change margins)
  - Reference Information (footnotes, citations, bibliography)
  - Edit documents (proofread, print preview, spell check, grammar check)
  - Create quality-looking documents including a flyer, report, letter, and resume
  - Use Word Help.

5. Create spreadsheets and charts to analyze, investigate and/or interpret data using Excel 2010.

- Explain the advantages of using spreadsheet software.
- Use spreadsheet terminology.
- Use the ribbon, toolbars, and menus in Excel 2010.
- Perform basic spreadsheet tasks (open, save, print, enter and edit data, and close a worksheet)
- Create worksheets using values, text, formulas, and functions.
- Create, save, and print a chart.
- Use a variety of formatting features:
  - Fonts (style, size, underline, border, italics, fill color, font color)
  - Alignment (left, right, and center; merge and center, word wrap)
  - Number Format (decimal places, dollar signs, commas, percents)
  - Styles (quickly format using 2010 styles group)
  - Cells (insert or delete rows and columns, change row height and column widths)
- Use the fill handle to copy data and formulas.
- Use relative and absolute references.
- Edit worksheets (check the spelling, preview printouts)
- Print (portrait, landscape, selections, formulas)
- Rename and rearrange sheet tabs.
- Use Excel Help.

6. Design, create, maintain, and access a database using Access 2010.

- Describe the advantages of using database software.
- Use database software terminology.
- Identify the elements of Access windows.
- Create, open, and close a database file.
- Create and modify a table (define fields, change field properties, add records).
- Create, save, and print a report.

- Create, save, and print a form.
- Create, modify, save, and print a query.
- Define record selection criteria for a query.
- Use Access Help.

7. Use PowerPoint 2010 presentation software to create, edit, and produce professional presentations.

- Describe the advantages of using presentation software.
- Use presentation software terminology.
- Identify the elements of PowerPoint 2010 windows.
- Create, save, open, and close a presentation file.
- Use a variety of formatting features:
  - Use design templates.
  - Change layouts and background.
  - Change text and appearance attributes.
  - Insert clip art, SmartArt, WordArt, shapes, and/or pictures
  - Add animation and slide transition effects.
- Insert, delete, and sort slides.
- Print a presentation (handouts, slides, outline view)
- Run a slide show.
- Use PowerPoint Help.

8. Utilize the integration between different application software and technology.

- Compare and contrast the application software in the Office 2010 suite.
- Differentiate between Windows 7 Operating System and Office 2010.
- Demonstrate the integration between software packages.