

## 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>PREREQUISITE:</u></b>	None, adequate keyboarding skill is recommended.
<b><u>PLACEMENT TEST LEVEL:</u></b>	General Education Course
<b><u>REVISION DATE:</u></b>	November 2018 updated textbook

### **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. Identify the specifications and configurations of computer hardware.**

- Recognize and identify differences among different types of computers: laptop, desktop, and mobile devices.
- Identify and describe the functions of common input, storage, processing, and output devices.
- Identify advantages and disadvantages of different types of storage media.
- Discuss the common uses of networks.

**2. Identify the role of an operating system.**

- Differentiate between system software and application software.
- Use common Windows functions.
- Use folders and subfolders to manage files and documents.
- Use Windows help features.

**3. Use the Internet to find information and determine its credibility.**

- Perform searches using search engines.
- Demonstrate ability to create emails and use good email etiquette.
- Evaluate the relevance and content of information found on the Internet.
- Use browsing and linking techniques.
- Use browse feature to attach documents to email or upload documents to the Internet.

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

- Explain the advantages of using word processing software.
- Use ribbons, toolbars, and menus.
- Demonstrate use of various formatting features.
- Save documents in various file formats.
- Create quality-looking documents such as flyers, reports, letters, and résumés.

**5. Create spreadsheets and charts for problem-solving.**

- Explain the advantages of using spreadsheet software.
- Use ribbons, toolbars, and menus.
- Create worksheets using values, text, formulas, functions, and formatting features.
- Create and format charts.
- Use relative and absolute references.

**6. Utilize a database.**

- Explain the advantages of using database software.
- Use database software terminology.
- Recognize the difference between records and fields.
- Create and edit tables, forms, queries, and reports.
- Define data validation.

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

- Describe the advantages of using presentation software.
- Describe the components that make a good presentation.
- Create presentations with text, clip art, and pictures.

- Use a variety of formatting features: SmartArt, animation, transitions, and themes.
- Print a presentation (handouts, slides, outline view).

8. Identify the ethical and social standards of conduct regarding the use of information and technology.

- Identify and recognize unethical computer practices.
- Explain the importance of netiquette to the individual and society.

9. Identify security threats and solutions.

- Discuss privacy issues and ways to protect online privacy.
- Discuss various types of malware and ways to guard against malware.
- Discuss other threats trending in the news.