



### **Semester: Online Master**

This syllabus is a plan, not a contract. Changes may occur during the term as the instructor deems necessary.

#### **I. Online Course Information:**

- **Course Title: COMPUTER CONCEPTS & APPLICATIONS**
- **Course Number: 01-CIT-1003**
- **KRSN Number: CSC1010**
- **Prerequisites: This is an introductory college-level course. There are no prerequisites but typing skills and knowledge of the keyboard are helpful.**
- **Credit Hours: 3**
- **Required Textbooks and Supplies: Our Digital World: Introduction to Computing, 4<sup>th</sup> Ed Gordon, Lankisch, Muir, Seguin, Verno, © 2017 Paradigm Publishing, Inc. (ISBN-978-0-76386-878-9) AND Microsoft Office 2016 Brief Edition: Marquee Series. Rutkosky, Roggenkamp, Rutkosky, © 2017 Paradigm Publishing (ISBN: 978-0-76386-676-1); SNAP code; Office 2017 Software**
- **Recommended Texts and Supplies: See Required Textbooks and Supplies**
- **Course Description:** This course is designed to provide the student with an introduction to computers and information technology (IT) for students desiring to learn what a computer is, how a computer functions, how a computer is controlled, and how computers are applied to the solution of business and related problems in modern society. Extensive hands-on learning of the Windows environment, the World Wide Web, Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint will be employed in this course.
- **Prerequisite: None.**

#### **VI. Learning Outcomes: Upon completion of this course, students will be able to do the following:**

1. Identify the specifications and configurations of computer hardware.
2. Identify the role of an operating system.
3. Use the Internet to find information and determine its credibility.
4. Use word processing software to create, edit, and produce professional documents.
5. Create spreadsheets and charts for problem-solving.
6. Utilize a database.
7. Use presentation software to create, edit, and produce professional presentations.
8. Identify the ethical and social standards of conduct regarding the use of information and technology.
9. Identify security threats and solutions.

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.

**V. Grading Policy:**

Grades will be calculated based upon the following scale unless licensing or accreditation boards have a higher standard:

|           |   |
|-----------|---|
| 100 – 90% | A |
| 89 – 80%  | B |
| 79 – 70%  | C |
| 69 – 60%  | D |
| Below 60% | F |

**VII. Credit Description:**

A credit hour is defined as one hour of classroom instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit. So for every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

**VIII. Common Learning Expectations:** All sections of Computer Concepts and Applications use the activities listed below to measure whether you learned a required learning outcome for this course:

1. All SNAP software application Projects
2. All Our Digital World Chapter Exams

**VII. Course Calendar:** (This may be updated at the discretion of the instructor.)

| Module or Week #: | Topic:  | Activity:   | Due Date: | Fulfills Learning Outcome #: |
|-------------------|---|---|-----------|------------------------------|
| Module 1          | Creating & Editing a Document<br><br>Digital Technologies | Tutorials (Lesson 1 & 2), Skills Check, Exercise, Project;<br><br>Multiple choice, Label It, Arrange It, Chapter Exam |           | 4 & 3                        |
| Module 2          | Formatting Characters & Paragraphs<br><br>The Internet    | Tutorials (Lesson 1 & 2), Skills Check, Exercise, Project;<br><br>Multiple choice, Label It, Arrange It, Chapter Exam |           | 4 & 3                        |
| Module 3          | Formatting & Enhancing a Document                         | Tutorials (Lesson 1 & 2), Skills Check, Exercise, Project;  |           | 4 & 1                        |

|                      |  |   |  |                      |
|----------------------|--|---|--|----------------------|
|                      | <b>Computer Hardware</b>   | <b>Multiple choice, Label It, Arrange It, Chapter Exam</b>  |  |                      |
| <b>Module 4</b>      | <b>Analyze Data using Excel</b><br><br><b>System Software</b>  | <b>Tutorials (Lesson 1 &amp; 2), Skills Check, Exercise, Project;</b><br><br><b>Multiple choice, Label It, Arrange It, Chapter Exam</b> |  | <b>5 &amp; 2</b>     |
| <b>Module 5</b>      | <b>Editing &amp; Formatting Worksheets</b><br><br><b>Application Software</b>  | <b>Tutorials (Lesson 1 &amp; 2), Skills Check, Exercise, Project;</b><br><br><b>Multiple choice, Label It, Arrange It, Chapter Exam</b> |  | <b>5 &amp; 1</b>     |
| <b>Module 6</b>      | <b>Using Functions, Setting Print Options &amp; Adding Visual Elements</b><br><br><b>Communications &amp; Network Technologies</b> | <b>Tutorials (Lesson 1 &amp; 2), Skills Check, Exercise, Project;</b><br><br><b>Multiple choice, Label It, Arrange It, Chapter Exam</b> |  | <b>5 &amp; 1</b>     |
| <b>Module 7</b>      | <b>Maintaining Data in Access</b><br><br><b>Preparing a Presentation</b><br><br><b>The Social Web</b>                              | <b>Tutorials (Lesson 1 &amp; 2), Skills Check, Exercise, Project;</b><br><br><b>Multiple choice, Label It, Arrange It, Chapter Exam</b> |  | <b>6, 7, &amp; 8</b> |
| <b>Module 8</b>      | <b>Editing and Enhancing Slides</b><br><br><b>Digital Defense</b>  | <b>Tutorials (Lesson 1 &amp; 2), Skills Check, Exercise, Project;</b><br><br><b>Multiple choice, Label It, Arrange It, Chapter Exam</b> |  | <b>7 &amp; 9</b>     |
| <b>Final Project</b> | <b>PowerPoint Presentations</b>  | <b>Create individual presentations</b>  |  | <b>7</b>             |