Coffeyville Community College

COURSE SYLLABUS

FOR

COMP-162
COMPUTER CONCEPTS AND APPLICATIONS

KRSN COURSE NUMBER:
CSC-1010

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.

Shari Hurlbutt

Spring 2017

COURSE NUMBER:	COMP 162
COURSE TITLE:	Computer Concepts and Applications
KRSN COURSE NUMBER:	CSC 1010
	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.
CREDIT HOURS:	Three (3)
INSTRUCTOR:	Shari Hurlbutt
OFFICE LOCATION:	Office 124, Weinberg Hall
OFFICE HOURS:	Posted Outside Office Door
TELEPHONE:	620-251-7700, ext. 2024
E-MAIL:	sharih@coffeyville.edu
PREREQUISITE(S):	None
REQUIRED TEXT and SUPPLIES	1. SNAP Training and Assessment Packet including e-book: Marquee Series: Microsoft Office 2016, Nita Rutkosky, Audrey Roggenkamp, Ian Rutkosky © 2017.
COURSE DESCRIPTION:	This course provides an introduction to computer concepts and terminology, information technology, and software applications used in business and industry. This course includes windows, word processing, spreadsheets, databases, and presentation management.
EXPECTED LEARNER OUTCOMES:	Upon successful completion of Computer Concepts and Applications, the student will be able to: 1. Identify the specifications & configurations of computer hardware. 2. Identify the role of an operating system. 3. Identify security threats and solutions. 4. Identify the ethical and social standards of conduct regarding the use of information and technology 5. Use the Internet to find information & determine its credibility. 6. Use word processing software to create, edit, and produce

professional documents.
7. Create spreadsheets and charts for problem-solving.
8. Utilize a database.
9. Use presentation software to create, edit, and produce professional presentations.

LEARNING TASKS AND ACTIVITIES:

The competencies for this course will be discussed in class and will comprise the material covered on each unit test. Class time will include lecture of selected chapters from the text, and demonstration of software. Students will need to spend additional time in the lab in order to complete exercises. Open lab times are posted outside the lab doors.

ASSESSMENT OF OUTCOMES:

Evaluation:
Students will be evaluated over the following topics:

- Information Technology Essentials
- Windows (Windows 10)
- Word Processing (Word 2016)
- Spreadsheeting (Excel 2016)
- Database Management (Access 2016)
- Presentation Management (PowerPoint 2016)

The **grading scale** for the course will be:

A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	59-0%

The final grade will be determined by total points earned for tutorials, assignments, and exams plus an attendance adjustment.

Students **MUST** take the final exam. If the final exam is not taken your grade will be dropped one letter grade.

Attendance

Attendance is of utmost importance in this course because the lectures and assignments will be completed in class at the computer. All students are expected to attend class.

Attendance will be taken at the beginning of the hour each class period. If you are not present when attendance is taken, you will be counted absent for the day.

It is the responsibility of the **student,** not the sponsor, to make definite arrangements with the instructor for makeup work **before** going on field trips or other College-sponsored events. College-sponsored events will be counted as excused absences provided students complete all necessary assignments as designated by the instructor. If you do not inform your instructor of your absence ***before*** you leave, then you will be counted absent. Excused absences are to include academic competition, judging team competition, music events, official athletic events, field trips, and other college-sponsored events as approved by the Vice President of Academic Services.

The following scale will be used to determine your attendance adjustment for your final grade:

Number of Absences	Percent Adjustment
0	+5%
1	+3%
2	+2%
3	+1%
4	-3%
5	-6%
6	-9%
7	**MUST Withdraw from class.**

Example:
If your grade average is 93% and you have 5 absences, then your final grade would be an 87%.

Grade Average	93%
5 Absences	-6%
Final Grade	87%

If your grade average is a 78% and you only have 1 absence, then your final grade would be an 81%.

Grade Average	78%
1 Absences	+3%
Final Grade	81%

Any student who has 7 unexcused absences must drop the class for excessive absences and non-participation in the class. It is the student's responsibility to take care of this procedure. The instructor will NOT complete this paperwork for you.

Please refer to "Withdrawal from Classes for Non-Attendance/Non-Participation" – page 21 of the College catalog.

It is your choice to be in this class. If you choose to come to class, the instructor and fellow students demand your attention and respect. **The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class.** Except in emergencies, those using such devices must leave the classroom for the remainder of the class period. Any student who cannot meet these expectations will be asked to leave the classroom and will be counted absent for that day.

Academic Honesty

Absolutely no tolerance!

Each student is expected to do his or her own work. Any student who is suspected of borrowing another student's work, doing another student's work, or giving a student his/her work will be dropped from the class or receive an F.

If a student is ***caught cheating they will receive an F for the class.***

This attendance policy is subject to revision by the instructor with prior notice to the student.

COMPUTER CONCEPTS AND APPLICATIONS

1. Identify the specifications and configurations of computer hardware.

1. Identify hardware of a computer.
2. Define the four basic computer operations: input, processing, output, and storage.
3. Discuss computer software and explain the differences between system software and application software.
4. Identify different types of networks.
5. Identify input and output devices of a computer.
6. Identify the use of magnetic disks, USB flash drives, and other storage media.
7. Discuss how to purchase a personal computer.

2. Identify the role of an operating system.

1. Start and shut down Windows and log on to the computer.
2. Identify Desktop Components, ie. background, taskbar, date and time.
3. Identify purpose of the Taskbar and how to use it.
4. Discuss the Start Menu.
5. Display the Taskbar and Start Menu Properties dialog box.
6. Identify purpose of Recycle Bin and how to delete and restore files/folders.
7. Open and close windows.
8. Move, resize, minimize, and maximize windows.
9. Switch between open windows.
10. Use components in a dialog boxes.
11. Discuss uses of Windows' Accessories.
12. Manage files and customize windows.
13. Create, rename, and delete a folder.
14. Collapse and expand folder lists.
15. Select, copy, move, paste, and delete a file.
16. Delete files/folders to and restore files/folders from the Recycle Bin.
17. Create and delete a shortcut.
18. Customize the appearance of the desktop and the start menu.
19. Use the Help and Support feature.
20. Change the screen resolution.
21. Explore the Control Panel.

3. Identify security threats and solutions.

1. Discuss viruses, worms, trojan, spyware, adware.
2. Discuss privacy threats and information theft.
3. Discuss protection software.

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

1. Discuss e-mail etiquette.
2. Discuss software piracy and copyright infringement.

5. Use the Internet to find information and determine its credibility

1. Learn terminology relating to the Web.
2. Identify a Web browser.
3. Search for sites containing specific information.
4. Narrow a search using advanced search options.
5. Download a Web page to a separate file
6. Download an image to a separate file.

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

1. Start Word and identify the features in the Word window.
2. Navigate to the correct folder and save a Word document.
3. Insert, replace, and delete text.
4. Discuss the different ways to select text.
5. Use undo and redo.
6. Check the spelling and grammar in a document.
7. Use AutoCorrect.
8. Use Thesaurus.
9. Use Word Help feature.
10. Highlight text.
11. Insert a header into a document.
12. Print preview and print a document.
13. Insert the date and time in a document.
14. Create a document using a template.
15. Apply fonts and font effects.
16. Use Format Painter.
17. Use the Repeat command.
18. Align text in paragraphs—left, right, center, justify.
19. Identify different ways to indent text.
20. Change line spacing and paragraph spacing.
21. Insert bullets and numbering.
22. Insert symbols.
23. Set tabs and tabs with leaders.
24. Add borders and shading to text.
25. Apply styles.
26. Find and replace text.
27. Cut, copy, and paste text.
28. Collect and paste text using the Clipboard Task Pane.
29. Insert a page break.
30. Insert and modify page numbers.
31. Change margins.
32. Change page orientation.
33. Use buttons on the drawing toolbar.
34. Insert, size, and move images.
35. Insert, size, and move WordArt.
36. Adjust character spacing.
37. Vertically align text.

38. Prepare envelopes and labels.
39. Create, modify, and format a table.
40. Change column widths and row heights.
41. Move a table.
42. Apply borders and shading to a table.
43. Merge documents and envelopes.
44. Create SmartArt graphics.
45. Create and modify columns.
46. Insert a section break.
47. Insert and modify a header and footer.
48. Save a document as a web page.
49. Create a hyperlink.
50. Preview a Web page in the default browser.

7. Create spreadsheets and charts for problem-solving

1. Start Excel and identify features in the Excel window.
2. Enter labels and values.
3. Use the fill handle to copy a cell to adjacent cells.
4. Use the fill handle to create a series.
5. Enter formulas.
6. Create a formula using AutoSum.
7. Identify and copy a relative formula.
8. Right align cell entries.
9. Apply the currency style format to values.
10. Use the online Help.
11. Identify the different page orientations.
12. Demonstrate how to enter a Header/Footer.
13. Edit and clear the content of cells.
14. Perform a spell check.
15. Insert and delete cells, columns, and rows.
16. Use undo and redo.
17. Hide and unhide columns and rows.
18. Move and copy cells.
19. Find and replace cell entries.
20. Rotate text.
21. Adjust column width and row height.
22. Freeze panes.
23. Change the zoom percentage.
24. Change the font, size, style, and color of cells.
25. Apply numeric formats and adjust the number of decimal places.
26. Change cell alignment and indentation.
27. Add borders and shading.
28. Use Cell Styles and Themes.
29. Use the Average, Max, Min, and formulas to perform statistical analysis.
30. Use the Now and Date functions.
31. Discuss absolute versus relative addressing.
32. Change margins.
33. Center a worksheet horizontally and vertically on the page.

34. Insert headers and footers.
35. Print headings and gridlines; and scale a worksheet.
36. Create and edit a chart using the chart wizard.
37. Draw arrows and text boxes.
38. Insert, delete, rename, and hide a worksheet.
39. Move, copy and unhide a worksheet.
40. Link worksheets.
41. Create 3-D references and formulas.

8. Utilize a database.

1. Define field, record, table, datasheet, and database.
2. Start and exit Access
3. Identify features in the Access window.
4. Open and close a database.
5. Open and close tables.
6. Adjust column widths.
7. Navigate in Datasheet view.
8. Find and edit records.
9. Add records.
10. Delete records.
11. Sort records.
12. Move columns in Datasheet view.
13. Preview and print a table.
14. Change the row height of records in a datasheet.
15. Compact and repair a database.
16. Back up a database.
17. Create a table in Design view.
18. Set the primary key for a table.
19. Limit the number of characters allowed in a field.
20. Enter a default value to display in a field.
21. Verify data entry using a Validation Rule property.
22. Restrict data entered into a field using an Input Mask property.

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

1. Choose a design theme.
2. Create a new slide.
3. Navigate in a presentation.
4. Change the presentation view.
5. Change the slide layout.
6. Check spelling in a presentation.
7. Run a presentation and use the pen.
8. Add transitions and sounds to a presentation.
9. Print and preview a presentation.
10. Print a presentation using Grayscale and Pure Black and White.
11. Print handouts.
12. Rearrange and delete slides.
13. Increase and decrease indents.

14. Select, cut, copy, and paste text.
15. Apply font effects.
16. Format with format painter.
17. Change alignment and line and paragraph spacing.
18. Change the slide design and color scheme.
19. Insert and recolor clip art images.
20. Add an animation scheme.
21. Use the clipboard task pane.
22. Find and replace text.
23. Format with a Slide Master and Title Master slide.
24. Insert and format WordArt.
25. Draw and customize an AutoShape, textbox, and connector line.
26. Copy and rotate shapes.
27. Create a table in a slide.
28. Add action buttons to a slide.
29. Create an organizational chart and diagram.
30. Insert headers and footers.
31. Create a hyperlink.

FINAL EXAM SCHEDULE, FALL 2016

Regular Class Time	Final Exam Date &Time
8:00 AM: MWF, MW, MTWR, MTWRF	8:00-9:40 Wednesday, 12/7
9:00 AM: MWF, MW, MTWR, MTWRF	10:00-11:40 Thursday, 12/8
10:00 AM: MWF, MW, MTWR, MTWRF	10:00-11:40 Friday, 12/9
11:00 AM: MWF, MW, MTWR, MTWRF	12:00-1:40 Wednesday, 12/7
12:00 PM: MWF, MW, MTWR, MTWRF	12:00-1:40 Thursday,12/8
1:00 PM: MWF, MW, MTWR, MTWRF	2:00-3:40 Friday, 12/9
2:00 PM: MWF, MW, MTWR, MTWRF	2:00-3:40 Wednesday, 12/7
3:00 PM: MWF, MW, MTWR, MTWRF	4:00-5:00 Thursday, 12/8
7:30 AM: TR	8:00-9:40 Thursday, 12/8
9:00 AM: TR	8:00-9:40 Friday 12/9
10:30 AM: TR	10:00-11:40 Wednesday, 12/7
12:00 PM: TR	2:00-3:40 Thursday, 12/8
1:30 PM: TR	12:00-1:40 Friday, 12/9
3:00 PM: TR	4:00-5:40 Wednesday, 12/7

FINALS FOR EVENING CLASSES ARE ON THE LAST SCHEDULED DAY OF CLASS.
ALL OTHER CLASSES WILL SCHEDULE FINAL EXAMS BY ARRANGEMENT.

Updated 8/10/2016