Department:

Business

Course Description:

This course is designed to provide practical knowledge and skill in using basic computer applications. The course will focus on problem solving with the use of word processing, spreadsheet, database management, and presentation software.

Course Competencies:

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups for this course, as sanctioned and approved by the Kansas Board of Regents. (Kansas Regents Shared Number Course and Title: KRSN Course CSC 1010 Introduction to Computers & Applications.)

Upon completion of the course, the student should be able to:

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.

Course Content:

A. Essential Computer Concepts
B. Exploring the Basics of Microsoft Windows
C. Managing and Organizing Files and Folders with Windows
D. Internet Browser and Email Basics
E. Word
F. Excel
G. Access
H. PowerPoint
I. Integrating Word, Excel, Access, and PowerPoint

Learning Assessments:

Course competencies will be assessed by written and hands-on assignments and tests.
Instructional Materials:

New Perspectives on Microsoft Office 2013, 1st Course, Shaffer et al., 1st Ed. Cengage, 2014
SAM 2013 Assessment, Training, and Projects Access Card
Software: Microsoft Office 2013

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.