Department:

Computer Support Technology

Course Description:

This is an introductory course appropriate for all technical and skilled trade students. This course is designed to provide computer familiarity, not proficiency. Industrial applications of computers will be stressed. Computer software, storage/input/output devices and controls as they apply to industry will be explored. The course is competency based and will provide the student with experiences and demonstrations in keyboarding, Windows programs, word processing, spreadsheets, computer graphics, and e-mail. The student will learn the basic features and functions of the Internet, Outlook, Word, and Excel. The student will also learn about basic computer concepts and Internet skills.

Course Competencies:

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

1. Identify the basic parts of a computer system
2. Log on and off from Windows
3. Back up files on a USB flash drive
4. Create a group workspace
5. Attach a file to an e-mail message (Outlook)
6. Type a professional business letter (Word)
7. Work with proofreading tools (Word)
8. Create appropriate report formats (Word)
9. Insert a table in a document (Word)
10. Conduct a mail merge (Word)
11. Explain how Excel helps productivity (Excel)
12. Clear cell contents, including formatting (Excel)
13. Modify and copy formulas (Excel)
14. Control text to align and fit within cells (Excel)
15. Modify column width and row height (Excel)
16. Create, modify, format, and print charts (Excel)
17. Create a resume and letter of application (Word)

Course Content:

A. Windows Basics
   1. Logging on to Windows
   2. Using Gadgets
   3. Logging Off and Switching Users
4. Shutting Down

B. Starting Programs
1. Working with the Start Menu
2. Controlling Program Windows
3. Working with the WIN 7 Task Bar
4. Using Program Commands
5. Saving Your Work
6. Using the Work Area
7. Typing with WordPad

C. Using a Word Processor
1. Defining Word Processing
2. Introducing the Word Window
3. Typing Text in Word
4. Saving a Document for the First Time
5. Saving a Modified Document
6. Scrolling
7. Printing and Closing
8. Starting a New Blank document
9. Using Word Proofreading Aids
10. Opening a Document
11. Using Cut, Copy and Paste

D. Writing a Letter and a Resume
1. Typing a Cover Letter
2. Saving a Document
3. Printing a Document
4. Using a Word Table to Organize a Resume
5. Creating an Envelope

E. Working with Files
1. Introducing the Windows Control Panel
2. Understanding File Locations
3. Using Folders
4. Moving and Copying files
5. Deflecting and Restoring Files

F. Internet
1. Browsing Web Pages
2. Searching Web sites

G. Microsoft Outlook
1. Introducing Webmail
2. Signing In to Webmail
3. Sending an E-mail Message
4. Using the Inbox
5. Replying to Messages

H. Sending and Receiving Attachments
1. Assuring Internet Security
CST105 - Industrial Computer Applications
Prerequisite: None
2 Credit Hours (Lecture)

2. Downloading Files from the Web
3. Receiving E-mail Attachments
4. Sending Attachments

I. Excel
1. Understanding Excel
2. Navigating in a Spreadsheet
3. Entering Data
4. Editing in Excel
5. Working with Ranges of Cells
6. Moving and Copying Data
7. Sorting Data
8. Working with Columns and Rows
9. Budgeting with Calculations and Charts

Learning Assessments:

Assessments may include quizzes, tests, projects, demonstrations of completed competencies, instructor observation, weekly assignments, and written papers.

Instructional Materials:

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ISBN: 978-1-59136-380-4

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.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.
Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.