Department:

Computer Support Technology

Course Description:

This course is designed to examine and apply the skills, tools and information necessary to perform basic software applications used with microcomputers. Students will be introduced to fundamental computer concepts pertaining to operating systems, hardware, software, security, word-processors, spreadsheets, database, presentation and web-page development software applications. With this knowledge students perform fundamental applications, format and print queries and reports.

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 approved by the Kansas Board of Regents.

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. Being a Digital Citizen: At Home, School, and Work
B. The Internet: Connecting and Communicating Online
C. Hardware: Evaluating Options
D. Programs and Apps: Productivity, Graphics, and Security
E. Digital Security: Ethics, Privacy, and Protection
F. Input and Output: Extending Capabilities
G. Digital Storage: Preserving Content
H. Operating System: Managing and Coordinating Resources
I. Networks: Communicating Across Devices
J. Databases: Organizing and Accessing Data
K. System and Application Development: Tools and Strategies
L. Web Development: Publishing Online Content
M. Technology Careers: Entering the Workforce

Learning Assessments:

Competencies will be assessed by assignments, case problems, quizzes, chapter tests, hands-on projects, lab assignments, a midterm test, and a final test. The test can be in the objective format or in a problem solving format.

Instructional Materials:

Textbooks: Campbell, J. T., Freund, S. M., Frydenberg, M., Sebok, S. L., & Vermaat, M. E. (2023). *Discovering Computers: Digital Technology, Data, and Devices*, (17th ed.). Course Technology. ISBN 978-0357675366

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" on our Disability Services website.

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.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an online report about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our Equity Grievance Policy.