

<b>COURSE NUMBER:</b>	COMP 162
<b>COURSE TITLE:</b>	Computer Concepts and Applications
<b>CREDIT HOURS:</b>	Three (3)
<b>INSTRUCTOR:</b>	Shari Hurlbutt
<b>OFFICE LOCATION:</b>	Room 124, Weinberg Hall
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<b>PREREQUISITE(S):</b>	None
<b>REQUIRED TEXT and SUPPLIES</b>	<u>Marquee Series: Microsoft Office 2010</u> , Nita Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp © 2011. SNAP Training and Assessment Packet
<b>COURSE DESCRIPTION:</b>	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.
<b>EXPECTED LEARNER OUTCOMES:</b>	Upon successful completion of Computer Concepts and Applications, the student will be able to: <ol style="list-style-type: none"> <li>1. Identify Computer Concepts and Terminology.</li> <li>2. Use the Windows Operating system.</li> <li>3. Manage files and customize windows.</li> <li>4. Browse the Internet.</li> <li>5. Create and edit a document using Word.</li> <li>6. Format characters and paragraphs.</li> <li>7. Format and enhance a Word document.</li> <li>8. Format with special features using Word.</li> <li>9. Analyze data using Excel.</li> <li>10. Edit and format worksheets.</li> <li>11. Use functions and add visual elements.</li> <li>12. Work with multiple worksheets and workbooks, and manage files.</li> <li>13. Manage data in Access tables.</li> <li>14. Create tables and set properties.</li> <li>15. Create queries, forms, and reports.</li> <li>16. Prepare a presentation using PowerPoint.</li> <li>17. Edit slides and slide elements.</li> <li>18. Format and enhance a presentation.</li> </ol>

**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:**

There will be exams over the following topics: Students are required to take each exam.

- Computer Concepts
- Word Processing
- Spreadsheets
- Database Management
- Presentation Management

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 averaging the grades of the following:

- 50% Assignments/Tutorials
- 50% Tests
- Attendance Adjustment

**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 for Learning.

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	<b>MUST Withdraw from class.</b>

**Example:**

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

<b>Grade Average</b>	93%
<b>5 Absences</b>	-6%
<b>Final Grade</b>	87%

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

<b>Grade Average</b>	78%
<b>1 Absences</b>	+3%
<b>Final Grade</b>	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. Cell phone usage, including text messaging, MP3 usage, or usage of any other electronic device is not allowed in class. Any student who cannot meet these expectations will be asked to leave the classroom and will be counted absent for that day.

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

### **Academic Honesty**

**Absolutely no tolerance!**

Each student is expected to do his or her own work. Appropriate action will be taken on any student who is found borrowing another student's work; this may include receiving a failing grade, being dropped from the class or being placed on academic probation.

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

## COMPUTER CONCEPTS AND APPLICATIONS

### 1. IDENTIFY COMPUTER CONCEPTS AND TERMINOLOGY

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. Discuss computer communications channels and equipment and the Internet and World Wide Web.
6. Identify input and output devices of a computer.
7. Identify the use of magnetic disks, USB flash drives, and other storage media.
8. Discuss how to purchase a personal computer.
9. Discuss e-mail etiquette.

### 2. USE THE WINDOWS OPERATING SYSTEM

10. Start and shut down Windows and log on to the computer.
11. Identify Desktop Components, ie. background, taskbar, date and time.
12. Identify purpose of the Taskbar and how to use it.
13. Discuss the Start Menu.
14. Display the Taskbar and Start Menu Properties dialog box.
15. Identify purpose of Recycle Bin and how to delete and restore files/folders.
16. Open and close windows.
17. Move, resize, minimize, and maximize windows.
18. Switch between open windows.
19. Use components in a dialog boxes.
20. Discuss uses of Windows' Accessories.

### 3. MANAGE FILES AND CUSTOMIZE WINDOWS

21. Create, rename, and delete a folder.
22. Collapse and expand folder lists.
23. Select, copy, move, paste, and delete a file.
24. Delete files/folders to and restore files/folders from the Recycle Bin.
25. Create and delete a shortcut.
26. Customize the appearance of the desktop and the start menu.
27. Use the Help and Support feature.
28. Change the screen resolution.
29. Explore the Control Panel.

### 4. BROWSE THE INTERNET

30. Learn terminology relating to the Web.
31. Identify a Web browser.
32. Search for sites containing specific information.
33. Narrow a search using advanced search options.
34. Download a Web page to a separate file
35. Download an image to a separate file.

**5. CREATE AND EDIT A DOCUMENT USING WORD**

36. Start Word and identify the features in the Word window.
37. Navigate to the correct folder and save a Word document.
38. Insert, replace, and delete text.
39. Discuss the different ways to select text.
40. Use undo and redo.
41. Check the spelling and grammar in a document.
42. Use AutoCorrect.
43. Use Thesaurus.
44. Use Word Help feature.
45. Highlight text.
46. Insert a header into a document.
47. Print preview and print a document.
48. Insert the date and time in a document.
49. Create a document using a template.

**6. FORMAT CHARACTERS AND PARAGRAPHS**

50. Apply fonts and font effects.
51. Use Format Painter.
52. Use the Repeat command.
53. Align text in paragraphs—left, right, center, justify.
54. Identify different ways to Indent text and discuss uses of each.
55. Change line spacing and paragraph spacing.
56. Insert bullets and numbering.
57. Insert symbols.
58. Set tabs and tabs with leaders.
59. Add borders and shading to text.
60. Apply styles.

**7. FORMAT AND ENHANCE A WORD DOCUMENT**

61. Find and replace text.
62. Cut, copy, and paste text.
63. Collect and paste text using the Clipboard Task Pane.
64. Insert a page break.
65. Insert and modify page numbers.
66. Change margins.
67. Change page orientation.
68. Use buttons on the drawing toolbar.
69. Insert, size, and move images.
70. Insert, size, and move WordArt.
71. Adjust character spacing.
72. Animate text.
73. Vertically align text.
74. Prepare envelopes and labels.

**8. FORMAT WITH SPECIAL FEATURES USING WORD**

75. Create, modify, and format a table.
76. Change column widths and row heights.
77. Move a table.
78. Apply borders and shading to a table.
79. Use a template to create a resume.
80. Insert a section break.
81. Create and modify columns.
82. Insert and modify a header and footer.
83. Save a document as a web page.
84. Create a hyperlink.
85. Preview a Web page in the default browser.

**9. ANALYZE DATA USING EXCEL**

86. Start Excel and identify features in the Excel window.
87. Enter labels and values.
88. Use the fill handle to copy a cell to adjacent cells.
89. Use the fill handle to create a series.
90. Enter formulas.
91. Create a formula using AutoSum.
92. Identify and copy a relative formula.
93. Right align cell entries.
94. Apply the currency style format to values.
95. Use the online Help.
96. Identify the different page orientations.
97. Demonstrate how to enter a Header/Footer.

**10. EDIT AND FORMAT WORKSHEETS**

98. Edit and clear the content of cells.
99. Perform a spell check.
100. Insert and delete cells, columns, and rows.
101. Use undo and redo.
102. Hide and unhide columns and rows.
103. Move and copy cells.
104. Find and replace cell entries.
105. Rotate text.
106. Adjust column width and row height.
107. Freeze panes.
108. Change the zoom percentage.
109. Change the font, size, style, and color of cells.
110. Apply numeric formats and adjust the number of decimal places.
111. Change cell alignment and indentation.
112. Add borders and shading.
113. Use Autoformat on a worksheet.

**11. USE FUNCTIONS AND ADD VISUAL ELEMENTS**

114. Use the Average, Max, Min, and Count formulas to perform statistical analysis.
115. Use the Now and Date functions.
116. Use the financial function PMT.
117. Use the logical function IF.
118. Discuss absolute versus relative addressing.
119. Change margins.
120. Center a worksheet horizontally and vertically on the page.
121. Insert headers and footers.
122. Print headings and gridlines; and scale a worksheet.
123. Create and edit a chart using the chart wizard.
124. Draw arrows and text boxes.

**12. WORK WITH MULTIPLE WORKSHEETS AND MANAGE FILES**

125. Insert, delete, rename, and hide a worksheet.
126. Move, copy and unhide a worksheet.
127. Link worksheets.
128. Create 3-D references and formulas.
129. Print multiple worksheets.
130. Print a selection.
131. Change the page order of a multiple page worksheet.
132. Scale a worksheet to fit within a specified number of pages.
133. Insert a page break
134. Set and clear the print area.
135. Create a new workbook from a template.
136. Save a worksheet as a web page.
137. View a worksheet in web page preview.
138. Insert a hyperlink.
139. Send a worksheet by E-mail.
140. Use paste special to selectively paste elements.

**13. MANAGE DATA IN ACCESS TABLES**

141. Define field, record, table, datasheet, and database.
142. Start and exit Access
143. Identify features in the Access window.
144. Open and close a database.
145. Open and close tables.
146. Adjust column widths.
147. Navigate in Datasheet view.
148. Find and edit records.
149. Add records.
150. Delete records.
151. Sort records.
152. Move columns in Datasheet view.
153. Preview and print a table.
154. Change the row height of records in a datasheet.
155. Compact and repair a database.
156. Back up a database.

**14. CREATE TABLES AND SET PROPERTIES**

157. Create a table in Design view.
158. Set the primary key for a table.
159. Limit the number of characters allowed in a field.
160. Enter a default value to display in a field.
161. Verify data entry using a Validation Rule property.
162. Restrict data entered into a field using an Input Mask property.
163. Modify table structure by deleting fields.

**15. CREATE QUERIES, FORMS, AND REPORTS**

164. Create, run, and print a select query in Design view.
165. Add multiple tables to a query.
166. Create and run a query using the Simple Query Wizard.
167. Sort the query results.
168. Add criteria statements to a query.
169. Delete fields from a query.
170. Perform calculations in a query.
171. Use aggregate functions in a query to calculate statistics.
172. Create a form using the Form Wizard.
173. Create and print a report using the Report Wizard.

**16. PREPARE A PRESENTATION**

174. Choose a design template.
175. Create a new slide.
176. Navigate in a presentation.
177. Change the presentation view.
178. Change the slide layout.
179. Check spelling in a presentation.
180. Run a presentation and use the pen.
181. Add transitions and sounds to a presentation.
182. Print and preview a presentation.
183. Print a presentation using Grayscale and Pure Black and White.
184. Print handouts.

**17. EDIT AND ENHANCE SLIDES**

185. Rearrange and delete slides.
186. Increase and decrease indents.
187. Select, cut, copy, and paste text.
188. Apply font effects.
189. Format with format painter.
190. Change alignment and line and paragraph spacing.
191. Change the slide design and color scheme.
192. Insert and recolor clip art images.
193. Add an animation scheme.

## **18. CUSTOMIZE A PRESENTATION**

194. Use the clipboard task pane.
195. Find and replace text.
196. Format with a Slide Master and Title Master slide.
197. Insert and format WordArt.
198. Draw and customize an AutoShape, textbox, and connector line.
199. Copy and rotate shapes.
200. Create a table in a slide.
201. Add action buttons to a slide.
202. Create an organizational chart and diagram.
203. Insert headers and footers.
204. Create a hyperlink.