**Coffeyville Community College**

# COMP-162-09
# COURSE SYLLABUS

FOR

***Computer Concepts and Applications***
***Fall 2019***
***Face-to-Face***

## 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, Fall 2013.

Instructor:
*Mrs. Darla Thornburg*

| | |
|---|---|
| **COURSE NUMBER:** | COMP-162-09 |
| **FORMAT:** | 8-Week, Face-to-Face |
| **COURSE TITLE:** | Computer Concepts and Applications |
| **KRSN COURSE:** | CSC 1010 |
| **CREDIT HOURS:** | Three (3) |
| **TIME/DAYS:** | 9:00 – 9:50 on Monday, Wednesday, Friday and<br>9:00 – 10:20 on Tuesday, Thursday<br>October 10, 2019 to December 11, 2019 |
| **INSTRUCTOR:** | Darla Thornburg |
| **OFFICE LOCATION:** | Office 111, Weinberg Hall |
| **OFFICE HOURS:** | Posted outside office door or call/e-mail for an appointment. |
| **OFFICE PHONE:** | 620.251.7700, ext. 2122 |
| **E-MAIL:** | darlat@coffeyville.edu (preferred) |
| **LAST DAY TO WITHDRAW:** | 2nd 8 Week Courses: November 22, 2019 |
| **PREREQUISITE(S):** | None |
| **REQUIRED TEXT:** | 1. Cirrus for Marquee Series – Microsoft Office 365 – 2019 Edition Access Code Card. ISBN: 978-0-76388-251. Code card provides access to the e-book, assignments, exams, etc. |

**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 this course the student will be able to:

1. Identify the specifications & configurations of computer hardware. (PO 1, 3)
2. Identify the role of an operating system. (PO 1, 3)
3. Identify security threats and solutions. (PO 1,3)
4. Identify the ethical and social standards of conduct regarding the use of information and technology (PO 1, 3)
5. Use the Internet to find information & determine its credibility. (PO 1-3)
6. Use word processing software to create, edit, and produce professional documents. (PO 1-3)
7. Create spreadsheets and charts for problem-solving. (PO 1-3)
8. Utilize a database. (PO 1-3)
9. Use presentation software to create, edit, and produce professional presentations. (PO 1-3)

**LEARNING TASK AND ACTIVITIES:**

The competencies for this course will be discussed in class and will comprise the material covered on tutorials, exercises, activities, skills reviews, and exams. 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
- Word Processing
- Spreadsheeting
- 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 total points earned plus/minus an attendance adjustment.

**Final Exam:**

Your final exam is scheduled for **December 11, 2019 at 10:00 a.m.** All students must take the final exam on this date at this time. The final will not be given at any other time. NO EXCEPTIONS!! If the Final Exam is not taken, students will receive a 0 and will be dropped a letter grade.

**Attendance**

Students are expected to attend all classes. Regular class attendance is necessary for maximum success in college. It is the responsibility of students to make definite arrangements for all work before going on field trips or other College-sponsored trips. School-sponsored activities will be counted as excused absences provided students complete all necessary assignments as designated by the instructors and the activity sponsors notify the instructors at least three (3) days prior to the day(s) the students will be absent. Excused absences are to include academic competition, judging team competition, music events, official athletic events, field trips, convocations and other College-sponsored events as approved by the Vice President for Academic Services. A student may be withdrawn from any class for excessive absences or non-participation.

Students are expected to attend all classes. Regular class attendance is necessary for maximum success in college. **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 coach/sponsor, to make definite arrangements with the instructor for makeup work **before** going on 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:

| **Monday, Wednesday, Friday or Daily Classes** | | |
|---|---|---|
| **Number of Absences** | **Minutes Missed** | **Percent Adjustment** |
| 0 | 0 min | +5% |
| 1 | 50 min | +3% |
| 2 | 100 min | +2% |
| 3 | 150 min | +1% |
| 4 | 200 min | -1% |
| 5 | 250 min | -3% |
| 6 | 300 min | -6% |
| 7 or more | 350 min | Must withdrawal from class or if past drop date **-10%** |

Any student who has seven (MWF) or five (TR) 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.

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 an electronic device is disruptive, and is therefore prohibited during class.**

## Academic Honesty

Coffeyville Community College expects students to display the highest level of academic and personal integrity. Academic honesty is an expectation in each and every classroom and in all course work. In addition, most instructors list specific policies regarding cheating and plagiarism in their course syllabus. Students can expect disciplinary action for failing to maintain a standard of honesty. Violations will be filed in the Vice President for Academic Services Office.

**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.**

**Absolutely no tolerance!**

**Student Success and Accommodation Statement:**

The **Student Success Center (SSC)** provides free academic support services to all Coffeyville Community College students. SSC is designed to promote and support academic growth and success for all three CCC campuses. The center is committed to offering a wide range of academic services, including one-on-one assistance from a student tutor. Students who are in need of academic accommodations should contact the Student Success Center. Weekday hours are typically 8 a.m. to 5 p.m.

Student Success Center Hours ***during the Academic Fall and Spring Semesters*** are Monday through Thursday from 8 a.m. till 10 p.m. and Friday 8 a.m. till 5 p.m.

Instructional support for technical education programs/courses are provided by the Learning Lab Coordinators at the respective technical campus location. Learning Labs are available for student use Monday through Friday from 8:00 a.m. till 3:30 p.m.

*This syllabus is subject to revision with notification to the student.*

**COURSE ASSESSMENT AND LEARNING ACTIVITIES SCHEDULE:**

## 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, i.e. 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.

**Learning Activities Schedule:**

- This course follows strict deadlines.
- Work ahead to avoid unforeseen conflicts.
- NO EXTENSIONS WILL BE GIVEN.
- All times are CST (Central Standard Time)

| | |
|---|---|
| **WEEK 1**<br>Course Information/Maintenance | 1. Login to computers<br>2. Syllabus<br>3. Attendance Policy (Sign)<br>4. Self-Assessment<br>5. Questionnaire<br>6. Introductions |
| **WEEK 2**<br>Information Technology Essentials | 1. Lecture on Information Technology Essentials<br>2. Fill Out ITE Handout (100 questions) and turn in for grade.<br>3. Read ITE Section in eBook.<br>4. Complete ITE Knowledge Check on Cirrus<br>5. Review for ITE test<br>6. ITE test on Cirrus |
| **WEEK 3**<br>Windows 10 | 1. Windows Tutorials and Practice on Cirrus<br>2. Windows Lecture<br>3. Windows 1, 2, and 6 on Cirrus<br>4. Windows In-Class assignment<br>5. Windows Knowledge Check on Cirrus<br>6. Windows Review<br>7. Windows Test on Cirrus |
| **WEEK 4-6**<br>Word | 1. Word Lessons 1 on Cirrus<br>2. Lecture Word Section 1<br>3. Section 1 Assignments on Cirrus, printouts to turn in<br>4. Knowledge Check on Cirrus<br>5. Word Lessons 2 on Cirrus<br>6. Lecture Word Section 2<br>7. Section 2 Assignments on Cirrus, printouts to turn in<br>8. Section 2 Knowledge Check<br>9. Lessons 3 on Cirrus<br>10. Lecture Word Section 3<br>11. Section 3 Assignments on Cirrus, printouts to turn in<br>12. Section 3 Knowledge Check<br>13. Lessons 4 on Cirrus<br>14. Lecture Word Section 4<br>15. Section 4 Assignments on Cirrus, printouts to turn in<br>16. Section 4 Knowledge Check<br>17. Review for test<br>18. Skills Exam over Word Sections 1-4<br>19. Concept Exam over Word Sections 1-4 |

| | |
|---|---|
| **Week 7**<br>Excel<br>Access | 1. Excel Lessons 1 on Cirrus<br>2. Lecture of Excel Section 1<br>3. Section 1 Assignments on Cirrus, printouts to turn in<br>4. Section 1 Knowledge Check<br>5. Excel Lessons 2 on Cirrus<br>6. Lecture of Excel Section 2<br>7. Section 2 Assignments on Cirrus, printouts to turn in<br>8. Section 2 Knowledge Check<br>9. Review for test<br>10. Skills Exam over Excel Sections 1-2<br>11. Concept Exam over Excel Section 1-2<br>12. Access Lessons 1 on Cirrus<br>13. Access Lessons 2 on Cirrus<br>14. Access Lessons 3 on Cirrus |
| **Week 8**<br>PowerPoint<br>Final Exam | 1. PowerPoint Lessons 1, 2, 3 on Cirrus<br>2. Lecture Section 1 PowerPoint<br>3. Section 1 Assignments of Cirrus, printouts to turn in<br>4. Section 1, 2, 3, Knowledge Check<br>5. Review for test<br>6. Skills Exam over PowerPoint Sections 1<br>7. Concept Exam over PowerPoint Section 1<br>8. Review for Comprehensive Final<br>9. Comprehensive Concept Final during Final time |

**OTHER IMPORTANT INFORMATION:**

**Last Day To Withdraw:**

**1st 8 week courses: September 25th**
**Full semester courses: November 1st**
**2nd 8 week courses: November 22nd**

**Fall 2019 Main Campus Final Schedule**

| REGULAR CLASS TIME | FINAL EXAM DATE & TIME |
|---|---|
| 8:00 AM MWF | 8:00 – 9:40 Tuesday, 12/10 |
| 9:00 AM MWF | 10:00 – 11:40 Wednesday, 12/11 |
| 10:00 AM MWF | 10:00 – 11:40 Monday, 12/9 |
| 11:00 AM MWF | 12:00 – 1:40 Tuesday 12/10 |
| 12:00 PM MWF | 12:00 – 1:40 Wednesday, 12/11 |
| 1:00 PM MWF | 2:00 – 3:40 Monday, 12/9 |
| 2:00 PM MWF | 2:00 – 3:40 Tuesday, 12/10 |
| 3:00 PM MWF | 4:00 – 5:40 Wednesday, 12/11 |
| 7:30 AM TR | 8:00 – 9:40 Wednesday, 12/11 |
| 9:00 AM TR | 8:00 – 9:40 Monday 12/9 |
| 10:30 AM TR | 10:00 – 11:40 Tuesday, 12/10 |
| 12:00 PM TR | 2:00 – 3:40 Wednesday, 12/11 |
| 1:30 PM TR | 12:00 – 1:40 Monday, 12/9 |
| 3:00 PM TR | 4:00 – 5:40 Tuesday, 12/10 |

**FINALS FOR TECHNICAL PROGRAM CLASSES, EVENING CLASSES AND ONE CREDIT HOUR COURSES ARE ON THE LAST SCHEDULED DAY OF CLASS. ALL OTHER CLASSES WILL SCHEDULE FINAL EXAMS BY ARRANGEMENT.**