

SEWARD COUNTY COMMUNITY COLLEGE COURSE SYLLABUS

I. TITLE OF COURSE: CS1203 - Introduction to Computer Concepts & Applications

**II. COURSE DESCRIPTION: 3 credit hours
3 credit hours of lecture and 0 credit hours of lab per week.**

This course will introduce the beginning computer user to basic computer concepts and applications thus providing an overview of computer information systems. Students will explore various topics such as computer hardware components, operating systems software, applications software, computer network basics, ethical issues in information technology, the Internet, and e-mail. Students will gain hands-on experience in the following areas: basic computer operations, basic operating system applications, Internet and e-mail applications, word processing application, spreadsheet applications, database management applications, and presentation applications. There may be a pre and post-test given to student to assess what they have learned in this course. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite:
NA

III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:

The CIS Program will provide superior learning opportunities in the area of information technology, utilizing state-of-the-art technology, for both CIS majors and non-CIS majors to enable all students to achieve their career and/or educational goals.

IV. TEXTBOOK AND MATERIALS:

Microsoft Office 365/2019: Cengage Unlimited E-text and Learning Platform

V. SCCC OUTCOMES:

1: Read with comprehension, be critical of what they read, and apply knowledge gained to real life
5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information
6: Exhibit skills in information and technological literacy
9: Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility

VI. COURSE OUTCOMES:

Upon completion of the Introduction to Computer Concepts and Applications course with 80% or higher mastery of course competencies, the student should be able to:
Employ current computer concepts and trends in technology
Perform basic computer operations

Utilize operating system software on the microcomputer
Process/manage information using word processing, spreadsheet, database management, and presentation application software on the microcomputer
Employ use of the Internet and e-mail applications

VII. COURSE OUTLINE:

1. Word Module 1: Creating and Editing a Document.
2. Word Module 2: Navigating and Formatting a Document.
3. Word Module 3: Creating Tables and a Multipage Report.
4. Word Module 4: Enhancing Page Layout and Design.
5. Excel Module 1: Getting Started with Excel.
6. Excel Module 2: Formatting Workbook Text and Data.
7. Excel Module 3: Performing Calculations with Formulas and Functions.
8. Excel Module 4: Analyzing and Charting Financial Data.
9. Access Module 1: Creating a Database.
10. Access Module 2: Building a Database and Defining Table Relationships.
11. Access Module 3: Maintaining and Querying a Database.
12. Access Module 4: Creating Forms and Reports.
13. PowerPoint Module 1: Creating a Presentation.
14. PowerPoint Module 2: Adding Media and Special Effects.

VIII. INSTRUCTIONAL METHODS:

1. Lectures, examples, presentations, simulated trainings.
2. Hands-on student exercises and projects covering individual units.
3. Related readings and reports from computer magazines, Internet, and other related media.

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Instructors will enforce the Academic Honor Code & Cheating Policy as set forth in the SCCC College Catalog. Students who fail to adhere to this policy will receive an F for the course final grade unless otherwise stated in the instructor's course policies.

IX. INSTRUCTIONAL AND RESOURCE MATERIALS:

1. Interactive student lab software - to include E-Text and Learning Platform
2. Internet

X. METHODS OF ASSESSMENT:

Creation of computer-based worksheets/graphs and database management reports will allow students to perform analysis of data.

Development of both oral and written reports and computerized presentations on topics in information technology will assess student ability to gather and evaluate current information in their respective disciplines.

Hands-on lab assignments and examinations in basic computer operations, operating systems, word processing, spreadsheets, and database management will assess student basic knowledge of each of these software applications.

Research assignments/projects completed via the Internet will develop the necessary skills for students to search and evaluate information effectively.

Delivery of assignments from the instructor AND the student via e-mail will further enhance knowledge and use of this technology.

Student portfolios of various course assignments will provide a final evaluation of student comprehensive success in the course.

MANDATORY pre and post-test will be given to ALL students to assess what they have learned in this course. The post-test will be worth 5% of each student's grade.

Note: The above-mentioned course assessment tools will assess student knowledge of technology in a variety of disciplines. SCCC/ATS Outcomes #1, 5, 6 and 9 (identified above) will be assessed by demonstrated proficiency technical skills and use of problem solving techniques through hands-on application assignments and exams.

XI. ADA STATEMENT:

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobbie Academic building, room A149.

XII. CORE OUTCOMES PROJECT:

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

KRSN: CSC1010

Syllabus Reviewed: 6/6/2022