

ILLINOIS VALLEY COMMUNITY COLLEGE



COURSE OUTLINE

DIVISION: Career and Technical Programs

COURSE: CSP 1210; Basic Computer Skills for the Workplace

Date: Fall 2011

Credit Hours: 1

Prerequisite(s):

Delivery Method: **Lecture** .5 Contact Hours (1 contact = 1 credit hour)
 Seminar 0 Contact Hours (1 contact = 1 credit hour)
 Lab 1 Contact Hours (2 contact = 1 credit hour)
 Clinical 0 Contact Hours (3 contact = 1 credit hour)
 Online
 Blended

Offered: **Fall** **Spring** **Summer**

IAI Equivalent –**Only for Transfer Courses**-go to <http://www.itransfer.org>:

CATALOG DESCRIPTION:

Students will gain basic hands-on experience using an operating system, a word processing, package, a spreadsheet application, an e-mail application, and the internet. Activities will emphasize their application in the world of work as well as in personal use.

GENERAL EDUCATION GOALS ADDRESSED

[See the last page of this form for more information.]

Upon completion of the course, the student will be able:

[Choose those goals that apply to this course.]

- To apply analytical and problem solving skills to personal, social and professional issues and situations.
- To communicate orally and in writing, socially and interpersonally.
- To develop an awareness of the contributions made to civilization by the diverse cultures of the world.
- To understand and use contemporary technology effectively and to understand its impact on the individual and society.
- To work and study effectively both individually and in collaboration with others.
- To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.
- To develop and maintain a healthy lifestyle physically, mentally, and spiritually.
- To appreciate the ongoing values of learning, self-improvement, and career planning.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals.]

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

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1. use a graphical user interface
2. manage files using the Windows operating system
3. create and edit a document in Microsoft Word
4. create and edit a basic worksheet using the Microsoft Excel program
5. enter formulas and functions in a Microsoft Excel worksheet
6. demonstrate a basic understanding of computers and their components
7. demonstrate a basic understanding of different types of computer software
8. discuss the various uses for computers
9. use the internet
10. use e-mail

Outcome 1 – Students will be able to use a graphical user interface

Competency 1.1 – Students will be able to define a graphical user interface

Competency 1.2 – Students will be able to use a mouse effectively

Outcome 2 – Students will be able to manage files using the Windows operating system

Competency 2.1 -- Students will be able to create, name and save a file

Competency 2.2 – Students will be able to use Windows Explorer to create a folder, copy a file, move a file, rename a file, delete a file, and manage groups of files.

Outcome 3 – Students will be able to create and edit a document in Microsoft Word.

Competency 3.1 – Students will be able to enter text, use wordwrap, and use spell check.

Competency 3.2 – Students will be able to select text, change fonts, apply attributes, and change alignment of text.

Competency 3.3 – Students will be able to insert text, delete text, copy text, and move text in a Word document.

Competency 3.4 – Students will be able to use the Undo and Redo features in Microsoft Word.

Outcome 4 – Students will be able to create and edit a basic worksheet using the Microsoft Excel program.

Competency 4.1 – Students will be able to create and navigate a basic worksheet in Microsoft Excel.

Competency 4.2 – Students will be able to use the fill handle to copy cell contents.

Competency 4.3 – Students will be able to format a worksheet by changing fonts, applying attributes, and changing alignments.

Competency 4.4 – Students will be able to name and use ranges in an Excel worksheet.

Competency 4.5 – Students will be able to insert rows, columns, and cells; delete rows, columns, and cells; and name and arrange worksheets in an Excel worksheet.

Outcome 5 – Students will be able to enter formulas and functions in a Microsoft Excel worksheet.

Competency 5.1 – Students will be able to insert formulas into an Excel worksheet.

Competency 5.2 – Students will be able to demonstrate their knowledge of the Order of Precedence in using formulas in Excel worksheets.

Competency 5.3 – Students will be able to insert functions in an Excel worksheet such as MIN, MAX, Average, and SUM.

Outcome 6 – Students will be able to demonstrate a basic understanding of computers and their components.

Competency 6.1 - Students will be able to describe the components of a typical computer system.

Competency 6.2 - Students will be able to identify common input, output, and storage devices.

Competency 6.3 - Students will be able to distinguish between memory and storage.

Competency 6.4 - Students will be able to explain the function of the central processing unit.

Outcome 7 - Students will be able to demonstrate a basic understanding of different types of computer software.

Competency 7.1 - Students will be able to define system software and explain its function.

Competency 7.2 - Students will be able to define application software and explain the basic functions of word processing, spreadsheet, and database management applications.

Competency 7.3 - Students will be able to explain how communication software works.

Outcome 8 - Students will be able to discuss the various uses for computers.

Competency 8.1 - Students will be able to describe how computers are used to access online services.

Competency 8.2 - Students will be able to describe how computers are used on networks.

Competency 8.3 - Students will be able to describe how computers can be used for personal and business applications.

Outcome 9 – Students will be able to use the internet.

Competency 9.1 – Students will be able to describe the difference between a search engine and a browser.

Competency 9.2 – The student will be able to use various search engines to locate information on assigned topics.

Competency 9.3 – The student will be able to use the internet to look for various research tools such as dictionaries and encyclopedias.

Competency 9.4 – The student will be able to bookmark sites they frequent on the world wide web.

Competency 9.5 – The student will be able to download files from the internet.

Competency 9.6 – The student will be able to discuss the basic structure of the internet.

Outcome 10 – Students will be able to use e-mail.

Competency 10.1 – The student will be able to send and receive e-mail.

Competency 10.2 – The student will be able to use the reply, reply all, and forward features in e-mail.

Competency 10.3 – The student will be able to attach a file to e-mail.

Competency 10.4 – The student will be able to read and save a file attachment.

Competency 10.5 – The student will be able to manage their inbox.

COURSE TOPICS AND CONTENT REQUIREMENTS:

Overview of computer fundamentals including hardware, software, and data communication

Introduce the fundamentals of Using Windows

Introduce Windows Explorer

Create and Edit a Word Document

Create a cover Letter and Resume using Word's features of tables, styles, paragraph formatting, and character formatting.

Use Word's tools to edit documents using spell check.

Create a basic worksheet in Excel

Format and using formulas in an Excel worksheet

Use a browser to view web pages

Use search engines to find information on the internet

Use e-mail to send, receive, reply, forward, and attach files

INSTRUCTIONAL METHODS:

Lecture

Instructor Demonstration

Lab Assignments

Tutorials

INSTRUCTIONAL MATERIALS:

Computer projection system

Computer lab

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

Unit Assignments and case problems

Written tests

Machine tests

90 - 100 % = A

80 - 89 % = B

70 - 79 % = C

60 - 69 % = D

OTHER REFERENCES

Course Competency/Assessment Methods Matrix

CSP-1210; Basic Computer Skills for the Workplace	Assessment Options																															
For each competency/outcome place an "X" below the method of assessment to be used.	Assessment of Student Learning	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment
	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D							
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.																																
Outcome 1 – Students will be able to use a graphical user interface				X					X											X								X				
Outcome 2 – Students will be able to manage files using the Windows operating system				X					X											X								X				
Outcome 3 – Students will be able to create and edit a document in Microsoft Word.				X					X											X								X				
Outcome 4 – Students will be able to create and edit a basic worksheet using the Microsoft Excel program.				X					X											X								X				
Outcome 5 – Students will be able to enter formulas and functions in a Microsoft Excel worksheet.				X					X											X								X				
Outcome 6 – Students will be able to demonstrate a basic understanding of computers and their components.			X	X					X											X								X				
Outcome 7 - Students will be able to demonstrate a basic understanding of different types of computer software.			X	X					X											X								X				
Outcome 8 - Students will be able to discuss the various uses for computers.			X	X					X											X								X				

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Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D								
Outcome 9 – Students will be able to use the internet.				X				X											X								X						
Outcome 10 – Students will be able to use e-mail.				X				X											X							X							