

Chemeketa Community College

4000 Lancaster Drive NE

PO Box 14007

Salem, Oregon 97309

Course Outline

Course

Identification CS101 **Credits** 3 **Date** 09/05

Course Title: Introduction to Microcomputer Applications

Total Instructional Hours, for Course, per Term:

33 Lecture Hours = 3 Credit(s)
0 Laboratory Hours = 0 Credit(s)

Prerequisite Course(s):

None; touch keyboarding ability and college textbook reading (RD090 or equivalent) recommended

Required Text(s):

Beekman, *Computer Confluence: Intro*, Pearson, 2005
Shelly, *Microsoft Office 2003: Essentials*, Course Technology, 2004

Course Description:

Introduces the basic microcomputer hardware/software system. Covers the concepts of system software and application software, including word processing, spreadsheet, database, presentation and introduction to Internet.

Performance Based Learner Outcomes:

Upon successful completion of the course, students should be able to:

1. Identify basic microcomputer hardware terminology associated with input, output, processing, and storage.
2. Identify basic microcomputer software and information processing vocabulary.
3. Use Windows Explorer for basic file and directory/folder management.
4. Identify word processing concepts and create, edit, and save a document.
5. Identify spreadsheet concepts and follow instructions to create, edit, and save a worksheet.
6. Identify database concepts and follow instructions to create, edit and save a basic database.
7. Identify presentation concepts and create, save, and run a presentation.
8. Distinguish the appropriate application for a given task.
9. Define the ethical implications and role of technology in business and in society.
10. Utilize the Internet for communication and information access.

Course Content Outline:

- I. Hardware and Software Concepts
- II. Instruction, Demonstration, and Skill Development of System and Application Packages to Include, but not Limited to:
 - A. System software
 1. Graphical user interface
 2. File management functions
 - B. Word processing
 - C. Spreadsheet
 - D. Database
 - E. Presentation
 - F. Other packages as they become available (i.e., graphics, communications, statistical, accounting)
- III. Overview of the Role of Computers in Business and Society