



## MASTER COURSE OUTLINE

A. BUSA 1060 Computer Concepts and Applications

B. COURSE DESCRIPTION:

This course provides a basic understanding of computer history, concepts, and microcomputer applications using Windows-based computers. Topics covered include computer hardware and software, operating systems and utilities, the system unit, input and output devices, secondary storage, communications and connectivity, the Internet and the Web, security and privacy, ethics, and computer use in organizations. Through hands-on experience, students acquire an understanding of Microsoft Windows and Microsoft Office including Word, Excel, Access, and PowerPoint that are used in business. No prior knowledge of software packages or microcomputers is necessary. Keyboarding skill promotes success in this course. This course is part of the Associate in Arts Business Concentration and Associate in Science Business degrees which are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**(3 Cr – 3 lect, 0 lab)**

C. \*\*Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

### Computer Concepts

- Computer Overview
  - History, present, and future developments
  - Computer categories and usage
- Internet and World Wide Web
  - Internet access and connection
  - Internet search strategies
  - Netiquette
- Application software
  - Business, graphics and multimedia, and communication software
  - Home, personal, and educational use software
  - Utility programs
- System unit components (e.g. system unit, processor, data representation, memory, expansion slots and adapter cards, ports and connectors, buses, bays, and power supply)
- Input Devices (e.g. keyboard, pointing devices, mouse, voice input, digital cameras, video input, scanners and reading devices, terminals, and biometric input)

- Output devices/methods (e.g. displays, monitors, printers, speakers and headsets)
- Internal and external storage devices/methods
- Operating systems and utility programs
  - Operating system functions
  - Stand-alone, network, and embedded operating systems
  - Stand-alone utility programs
- Computer security, ethics, and privacy
  - Computer viruses, worms, and Trojan horses
  - Hardware, software, and information theft
  - Internet security risks
  - System failure and backup

#### Computer Applications

- Windows\*
  - Desktop and features overview
  - Windows manipulation and skills
  - File management
- Word\*
  - Create, save, print, open, edit, and close a Word document
  - Format text, paragraphs, and pages
  - Delete, move, copy, and paste selected text
  - Create, view, edit, move, copy, and delete footnotes and endnotes
  - Create, format, edit, reposition, and delete a header and footer
  - Create, edit, format, and delete a table
  - Create and print envelopes
  - Insert, size, move, and format clip art images and pictures
  - Create documents using Word templates
  - Utilize writing tools (spell checker, thesaurus, and grammar checking)
- Excel\*
  - Create, save, print, open, edit, and close an Excel document
  - Enter and edit text, numbers, and absolute and relative formulas
  - Identify and utilize the arithmetic operators (), +, =, \*, /, %, and ^
  - Utilize @ functions (AVERAGE, MAX, MIN, IF, PMT, COUNT, and NOW) and auto calculate
  - Utilize fill handle
  - Copy or paste cell contents to adjacent cells and non-adjacent cells
  - Format cells using the appropriate numbers format, bold, font alignment, color, borders, italics, and text rotation
  - Utilize column width and height feature to adjust individual and adjacent columns
  - Utilize insert/delete rows/columns commands
  - Print entire workbook, partial worksheet, complete worksheet, or print to fit
  - Utilize page setup commands by adjusting header/footers, margins, orientation, or formula version
  - Create, format, and modify charts

- Access\*
  - Create a database file
  - Design, create, and print database tables
  - Create a form and report
  - Create, run, print, and save character, numeric, wildcard, comparison operator, update, and join queries
  - Create and, or, computed field, and calculated queries
  - Create and update a table with validation rules and specify referential integrity
- PowerPoint\*
  - Create, save, print, open, edit, and close a presentation
  - Select appropriate slide layout for situation
  - Utilize appropriate design template, animation schemes, and slide transitions
  - Adjust text attributes
  - Insert, move, resize, and edit images, illustrations, and media
  - Utilize normal, slide sorter, slide show, and notes page views
  - Check presentation for spelling and consistency

\*Current versions of Windows and Microsoft Office Professional must be used.

E. GOALS/GENERAL COMPETENCIES:

<b><u>GOAL</u></b>	<b><u>OBJECTIVES</u></b> <b>Students will be able to</b>	<b><u>OUTCOMES</u></b> <b>The student will successfully</b>
<b><u>**Critical Thinking</u></b>	analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.	1. demonstrate ability to analyze a problem and create professional document(s) using appropriate application software.
<b><u>CS</u></b>	comprehend computer concepts and terminology.	1. identify and explain the basic hardware (input, output, and storage) components and software (operating and application) used in the Windows and Internet environment 2. identify computer security and safety, ethics, and privacy concerns 3. identify how to access the internet for relevant information 4. demonstrate efficient use of e-mail software for professional, effective communication

<u>CS</u>	operate computer system and various components of Windows and application software.	<ol style="list-style-type: none"> <li>1. demonstrate efficient use of the computer system and operating and application software by creating documents, worksheets, databases, and presentations suitable for coursework, personal, and professional purposes which solve problems.</li> </ol>
<u>CS</u>	create folders and manage files.	<ol style="list-style-type: none"> <li>1. demonstrate ability to create folders and organize files (copy, move, rename, and delete).</li> </ol>
<u>CS</u>	master the concepts of word processing and create, format, save, and print documents.	<ol style="list-style-type: none"> <li>1. demonstrate efficient use of Microsoft Word features</li> <li>2. identify word processing software theory</li> <li>3. determine when it is appropriate to select word processing software for a particular scenario.</li> </ol>
<u>CS</u>	master the concepts of spreadsheets and create, format, save, and print spreadsheets and charts.	<ol style="list-style-type: none"> <li>1. demonstrate efficient use of Microsoft Excel features</li> <li>2. identify spreadsheet software theory</li> <li>3. determine when it is appropriate to select spreadsheet software for a particular scenario.</li> </ol>
<u>CS</u>	master the concepts of databases and create, format, save, and print documents, queries and reports.	<ol style="list-style-type: none"> <li>1. demonstrate efficient use of Microsoft Access features</li> <li>2. identify database software theory</li> <li>3. determine when it is appropriate to select database software for a particular scenario.</li> </ol>
<u>CS</u>	master the concepts of presentation concepts and create, format, save, and print documents.	<ol style="list-style-type: none"> <li>1. demonstrate efficient use of Microsoft PowerPoint features</li> <li>2. identify presentation software theory</li> <li>3. determine when it is appropriate to select</li> </ol>

		presentation software for a particular scenario.
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F. SPECIAL INFORMATION:

**ACCESSIBILITY INFORMATION:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor or Student Success Center during the first week of class of any accommodations needed for the course. This information will be made available in alternative format, such as Braille, large print, or cassette tape, upon request.

**TECHNICAL SKILLS REQUIREMENT:** This course requires current versions of Microsoft Windows and Microsoft Office for Windows (Word, Excel, Access, and PowerPoint), the use of the Internet, the submission of electronically prepared documents and the use of a course management software program.

G. COURSE CODING INFORMATION: Course Code D/Class Maximum 30; Letter Grade.

Revision date: 11/1/17

AASC Approval date: 11/21/17

<b>*Riverland Community College Disciplines</b>	<b>MnTC Goal Number</b>
Communication (CM)	<b>1</b>
Natural Sciences (NS)	<b>3</b>
Mathematics/Logical Reasoning (MA)	<b>4</b>
History and the Social & Behavioral Sciences (SS)	<b>5</b>
Humanities and Fine Arts (HU)	<b>6</b>

<b>**Riverland Community College Core Themes</b>	<b>MnTC Goal Number</b>
Critical Thinking (CT)	<b>2</b>
Human Diversity (HD)	<b>7</b>
Global Perspective (GP)	<b>8</b>
Ethical and Civic Responsibility (EC)	<b>9</b>
People and the Environment (PE)	<b>10</b>

\*These five MnTC Goals have been identified as Riverland Community College Disciplines.

\*\* These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.