

ILLINOIS VALLEY COMMUNITY COLLEGE



COURSE OUTLINE

DIVISION: Workforce Development

COURSE: CSP-1206 – Computer Skills for College Success

Date: Spring 2014

Credit Hours: 1

Prerequisite(s):

Delivery Method: Lecture 0.5 Contact Hours (1 contact = 1 credit hour)
 Seminar 0 Contact Hours (1 contact = 1 credit hour)
 Lab 1.5 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:

The course objective is to assist students build a foundation for essential application computer skills including basic word processing, basic presentation software, basic use of the Internet, email, computer concepts and file management. The material is developed to ensure that students will see the importance of learning how to use the applications for future coursework. This course is intended for students with no prior computer application experience. Keyboarding experience strongly recommended.

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:

Outcome 1 Students will have an understanding of how computers work.

Competency 1.1 – Students will be able to differentiate between desktops, laptops, tablets, readers and smartphones.

Competency 1.2 – Students will be able to differentiate between devices and operating systems.

Competency 1.3 – Students will be able to understand different input methods.

Competency 1.4 – Students will be able to choose the appropriate storage device and understand storage sizes.

Competency 1.5 – Students will be able to differentiate between common productivity application types and apply common commands and techniques.

Competency 1.6 – Students will understand the equipment required to set-up a home network and connect to the Internet.

Competency 1.7 – Students will understand cloud computing services and those offered through Office 365.

Outcome 2 Students will be able to use the Windows operating system to manage files and access programs.

Competency 2.1 - Students will be able to turn on a computer and shut down the computer properly.

Competency 2.2 – Students will be able to start programs and create shortcuts to those programs.

Competency 2.3 - Students will be able to insert and eject removable media properly.

Competency 2.4 - Students will be able to move between multiple programs and customize the Taskbar.

Competency 2.5 – Students will be able to personalize the Windows 7 desktop.

Competency 2.6 – Students will be able to resize, move and scroll windows to view information.

Competency 2.7 – Students will be able to navigate Windows Explorer and create folders.

Competency 2.8 – Students will be able to copy, move, rename and delete folders and files.

Competency 2.9 – Students will be able to create and extract compressed files and folders.

Competency 2.10 – Students will be able to effectively use search methods to find files and folders.

Outcome 3 Students will be able to demonstrate skills in Microsoft Word.

Competency 3.1 - Students will be able display formatting marks and use word-wrap.

Competency 3.2 - Students will be able apply styles.

Competency 3.3 - Students will be able enter, select, align, delete text and apply clipboard features between documents.

Competency 3.4 - Students will be able create manual page breaks use keyboard shortcuts.

Competency 3.5 – Students will be able to use proofing tools including the writing style, thesaurus and spelling and grammar features.

Competency 3.6 - Students will be able to apply undo and redo.

Competency 3.6 - Students will be able to change fonts, font size and apply bold, italics, underline, small caps and character spacing.

Competency 3.7 - Students will be able to use headers and footers to include text, page numbers, fields, filenames and different first page.

Competency 3.8 - Students will be able to view documents in a variety of layouts.

Competency 3.9 - Students will be able to create .docx and .pdf files.

Competency 3.10 - Students will be able to use the find and replace feature.

Competency 3.11 - Students will be able to insert and modify footnotes and endnotes.

Competency 3.11 - Students will be able to use create and manage sources, insert citations and create a bibliography for research.

Competency 3.12 - Students will be able to apply bulleted and numbered lists.

Competency 3.13 - Students will be able to set paragraph indents including first line indents and hanging indents.

Competency 3.14 - Students will be able to modify line and paragraph spacing including window/orphan control.

Competency 3.15 - Students will be able to adjust margins.

Outcome 4 Students will be able to demonstrate skills in Microsoft PowerPoint.

Competency 4.1 - Students will be able to create a new presentation, edit, save, reopen a presentation.

Competency 4.2 - Students will be able to insert and modify slide layouts.

Competency 4.3 - Students will be able to use slide design.

Competency 4.4 - Students will be able to use text attributes such as font size and font style.

Competency 4.5 - Students will be able to use undo, redo and format painter features.

Competency 4.6 - Students will be able to switch between different views.

Competency 4.7 - Students will be able to add clip art, pictures and sound.

Competency 4.8 – Students will be able to apply slide transitions view slide shows.

Competency 4.9 – Students will be able to insert headers and footers on slides and printouts.

Competency 4.10 – Students will be able to add notes pages and use presenter view.

Competency 4. 11 – Students will be able to change themes and variants.

Competency 4. 12 – Students will be able to format backgrounds, add pictures and textures.

Competency 4. 13 – Students will be able to use WordArt.

Competency 4.14 – Students will be able to move and copy text and objects.

Outcome 5 Students will be able to demonstrate basic use of Internet.

Competency 5.1 - Students will be able to recognize and launch a browser.

Competency 5.2 - Students will be able to enter a URL in address bar.

Competency 5.3 - Students will be able to use key words in a search engine.

Competency 5.4 - Students will be able to recognize and use hyperlinks.

Competency 5.5 - Students will be able to navigate a web pages and use forward and back buttons.

Competency 5.6 - Students will be able to use print preview to print a web page.

Competency 5.7 - Students will be able to enter username and password when prompted.

Competency 5.8 - Students will be able to download files.

Competency 5.9 – Students will be able to use accelerators and search providers.

Competency 5.10 – Students will be able to manage browser tabs.

Competency 5.11 – Students will be able to organize favorites.

Competency 5.12 – Students will be able to view and delete browsing history.

Competency 5.13 - Students will be able to protect online privacy.

Competency 5.10 - Students will be able to identify and manage pop-up blockers.

Outcome 6 Students will be able to demonstrate basic use of email.

Competency 6.1 - Students will be able to access email system using login name and password.

Competency 6.2 - Students will be able to change password.

Competency 6.3 - Students will be able to open, close, forward, reply to, print and delete messages.

Competency 6.4 - Students will be able to compose and send a message.

Competency 6.5 - Students will be able to demonstrate knowledge of email etiquette.

Competency 6.6 - Students will be able to detach, save to intended location, and open attachments from known sources

Competency 6.7 - Students will be able to attach a file and compressed folder from specific location.

COURSE TOPICS AND CONTENT REQUIREMENTS:

Differentiate between a reader, tablet, notebook and desktop computer.

Differentiate between the operating system and application software.

Use Microsoft Windows 7 to open programs.

Manage files using Windows Explorer.

Use Zimbra email to send, receive, reply, forward and attach/detach files.

Use Firefox and Internet Explorer to navigate the Internet.

Use Search Engines to find information.

Use Word to create and modify business letters.

Use Word to create and modify standard MLA reports using citations, manage sources and bibliography features.

Use PowerPoint to create, modify and present a basic presentation.

INSTRUCTIONAL METHODS:

Lectures and discussions

In-class and out-of-class lab assignments

Textbook

Student conferences

Audio/visual presentations

Quizzes

Exams

INSTRUCTIONAL MATERIALS:

Textbook: Information Tech, Illinois Valley Cc, Story, ISBN 1-2692-6020-0, Edition 1

Textbook data files

Textbook web-based resources

Microsoft Windows 7

Microsoft Word 2013

Microsoft PowerPoint 2013

Web browsers – Firefox, Internet Explorer

Internet

IVCC student email account

YouTube Videos

Computer projection system with sound

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

Students must

1. Participate in class discussions.
2. Complete textbook reading and lab assignments.
3. Evaluate and revise lab assignments.
4. Create and present a PowerPoint presentation.
5. Complete chapter exams and final exam.
6. Submit notebook based on class lectures and textbook readings.
5. Attend class in accordance with college and instructor policy.

OTHER REFERENCES

Course Competency/Assessment Methods Matrix

CSP-1206 – Computer Skills for College Success		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	D	I	I	I	I	D	D							
Outcome 1 - Students will be able to enter text using the keyboard and mouse.					X						X				X																		X
Outcome 2 - Students will be able to use the Windows operating system, a graphical user interface to manage files.					X		X	X			X				X			X															X
Outcome 3 - Students will be able to demonstrate basic skills in Microsoft Word.					X		X	X			X				X			X															X
Outcome 4 - Students will be able to demonstrate basic skills in Microsoft PowerPoint.					X	X	X				X																						X
Outcome 5 - Students will be able to demonstrate basic use of Internet.					X		X	X			X																						X
Outcome 6 - Students will be able to demonstrate basic use of email.					X		X				X																						X