

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: CMPA-160 Department: Information Technologies

Course Title: Computer Basics: Concepts and Applications Semester: Spring Year: 2011

Course Objective	Competencies
To acquire an understanding of computer hardware and software.	<ol style="list-style-type: none">1. Identify types of computers, how they process information, and how individual computers interact with other computing systems and devices.2. Identify the function of computer hardware components.3. Identify the factors that go into an individual or organizational decision on how to purchase computer equipment4. Identify how to maintain computer equipment and solve common problems relating to computer hardware.5. Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded. Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited.
To acquire basic skills and knowledge of operating systems.	<ol style="list-style-type: none">1. Identify what an operating system is and how it works.2. Solve common problems related to operating systems.3. Manipulate and control the Windows desktop, files, disks, and drives.4. Identify how to change system settings, install, and remove software Perform common utility functions.

Course Objective	Competencies
To acquire basic skills with common program functions.	<ol style="list-style-type: none"> 1. Demonstrate ability to start and exit a Windows application and utilize sources of online help. 2. Identify common on-screen elements of Windows applications, change application settings, and manage files within an application 3. Perform common editing and formatting functions. Perform common printing functions.
To acquire basic skills with word processing functions.	<ol style="list-style-type: none"> 1. Demonstrate ability to format text and documents including the ability to use automatic formatting tools. 2. Demonstrate ability to insert, edit, and format tables in a document. Demonstrate ability to create, format, proofread, and submit formal research paper with footnotes and citations.
To acquire basic skills with spreadsheet functions.	<ol style="list-style-type: none"> 1. Identify the purpose of spreadsheets and the anatomy of a spreadsheet. 2. Demonstrate ability to modify worksheet data and structure and format data in a worksheet. Demonstrate ability to sort data, manipulate data using formulas and functions, and add and modify charts in a worksheet.
To acquire basic skills with database functions.	<ol style="list-style-type: none"> 1. Identify purpose of database software. 2. Demonstrate ability to create a database, modify the table structure, enter data into a table, print a table, and sort a table. 3. Demonstrate ability to query a database. Demonstrate ability to create and use forms and reports.
To acquire basic skills with presentation software.	<ol style="list-style-type: none"> 1. Demonstrate the ability to create, format, and present well formatted presentations in group settings.

Course Objective	Competencies
<p>To acquire basic skills with networks, the Internet, Gmail, and WebAdvisor.</p>	<ol style="list-style-type: none"> 1. Identify network fundamentals and the benefits and risks of network computing. 2. Identify the relationship between computer networks, other communications networks (like telephone network) and the Internet. 3. Identify the background and relationship of the Internet and the World Wide Web. 4. Demonstrate ability to use Gmail and its most common features, i.e., “netiquette,” address books, signatures, attachments. 5. Demonstrate ability to identify different types of information sources on the Internet. 6. Demonstrate ability to use a Web browser application and its most common features. 7. Demonstrate ability to search the Internet for information using different search engines and tools and techniques for searching the Web. 8. Demonstrate ability to evaluating information found on the Internet. 9. Identify types of Internet resources. 10. Demonstrate an understanding of the rules of copyright and other legal and ethical issues. 11. Demonstrate ability to access student account information in WebAdvisor, i.e., user account, financial information, registration, academic planning, and academic profile.
<p>To acquire an understanding of the impact of computing and the Internet on society.</p>	<ol style="list-style-type: none"> 1. Identify how computers are used in different areas of work, school, and home. 2. Identify the risks of using computer hardware and software. Identify how to use computers and the Internet safely, legally, and responsibly.