

Course Objectives/Course Outline

Spokane Community College

Course Title: Introduction to Computers for Technology

Prefix and Course Number: APLED 113

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Be able to identify the basic components of a personal computer system
- Be able to demonstrate a basic understanding of how a PC operates
- Be able to demonstrate the ability to effectively use:
 - Windows Operating System
 - The School's Learning Management System
 - File Management/Cloud File Management
 - Word Processing software
 - Spreadsheet software
 - Presentation software
 - Email and the Internet
- Be able to use industry specific software applications to entry level proficiency

Course Outline:

- I. Identify the basic components of a personal computer system and their function
 - a. Input devices
 - b. Processor
 - c. Output devices
 - d. Storage devices
 - e. Communication between computers
- II. Be able to demonstrate a basic understanding of how a PC operates
 - a. Definitions of hardware components and how they work
 - b. Understand software
 - 1.Code
 - 2.Delivery
 - 3.Open source
 - 4.Piracy
 - 5.Malware/protection
 - 6.Future
- III. Be able to demonstrate the ability to effectively use:
 - a. Internet tasks
 - 1.Web site searching/browsing
 - 2.Extracting data from web sites with citations
 - 3.Understanding of URL's
 - 4.Utilizing E-mail/Cloud computing (SkyDrive)
 - b. Windows Operating System Features
 - 1.Starting/ending applications
 - 2.Controlling the Desktop
 - 3.Maintenance/Document Management
 - 4.Searching
 - 5.Create, Rename, Delete folders
 - 6.Navigating folder structure
 - 7.Save, Copy, Rename, Delete Documents
 - c. Word Processing software
 - 1.Create a document

2. Formatting/Organizing text
 3. Use of Graphics and Tables
 4. Use of Columns
 5. Printing a document
 6. Spell Check/ Thesaurus/Grammar Check
 7. MLA documentation
- d. Spreadsheet software
1. Create, Modify, Delete worksheets within a workbook
 2. Change formatting of cells
 3. Utilize formulas and functions within a worksheet
 4. Create, modify charts from worksheet data
- e. Presentation software
1. Create, Use Slide layouts
 2. Create, Modify, Delete text
 3. Create, Modify, Delete bulleted lists
 4. Using Animation, Tables, Charts
 5. Import Objects
 6. Use of video in presentations
- f. Learning Management System
1. Taking assessment through the LMS
 2. Communicating with the instructor through the LMS
 3. Running grade reports through the LMS
 4. Accessing video tutorials and resources with the LMS
 5. Uploading assignments and saving files with the LMS
 6. Using discussion boards
 7. Accessing detailed rubrics in conjunction with daily assignments for feedback on work completed