**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number**:** BSTC 1036

Course Title**:** Computer Concepts and Applications

Credit Hours**:** 3

Prerequisites**:** None

Division/Discipline: Workforce Training and Community Education

Course Description**:** This course is an introduction to computer concepts in which focuses on concepts including hardware, operating systems, ethics and security; and applies hands-on interaction with software applications including word processing, spreadsheets, presentations, and database systems. On completion of this course, students will understand common computer terminology, utilize featured application software, and recognize relevant ethics and security issues associated with technology.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is a requirement for many of the degrees’ foundational courses whether an applied science or a transferable degree. This course serves as an introduction to computer concepts for all individuals who want to use computers and software applications more effectively for both personal and professional use. The use of technology within society, business, and education increases continually and it is imperative that students, future employees, and members of society can operate a computer and relevant software efficiently. The skill set formed within this course can also assist in creating integration and adaptability skills the students may need when using other software or web applications.

The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. Students are responsible to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

KRSN Course CSC 1101

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups for this course, as sanctioned and approved by the Kansas Board of Regents. For more information regarding transfer and articulation of this course, please refer to the following KBOR webpage: <http://kansasregents.org/transfer_articulation>.

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

## Course Outcomes, Competencies, and Supplemental Competencies:

Upon completion of this course, the student will be able to:

1. Identify specifications and configurations of computer hardware
   1. Define computer hardware concepts and terminology
   2. Illustrate various configurations for hardware components
   3. Identify current and emerging hardware technologies
2. Identify the role of operating systems
   1. Utilize system software to execute a common set of applications
   2. Identify and use operating system and utility features
3. Use the Internet to find information and determine its credibility
   1. Define Internet concepts and terminology
   2. Identify and use current and emerging Internet capabilities
4. Use word-processing software to create, edit and produce professional documents
   1. Define word-processing concepts and terminology
   2. Create, modify, save and output professional looking documents
5. Create spreadsheets and charts for problem-solving
   1. Define spreadsheet concepts and terminology
   2. Create, modify, save and output professional looking documents
6. Utilize a database
   1. Define database concepts and terminology
   2. Modify, maintain, save, query and output database information
7. Use presentation software to create, edit and produce professional looking presentations
   1. Define presentation concepts and terminology
   2. Create, modify, save and output professional looking presentations
8. Identify ethical and social standards of conduct regarding the use of information and technology
   1. Define ethical and social concepts of technology use
   2. Define ethical and social standards of conduct when using technology
9. Identify security threats and solutions
   1. Define security terminology and concepts
   2. Identify protection and solutions from threats such as malware
10. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

1. **COURSE OUTLINE**