



Course Competencies Template - Form 112

GENERAL INFORMATION			
Name: Loorna DeDuluc	Phone #: 76566		
Course Prefix/Number: CGS1060	Course Title: Introduction to Microcomputer Usage		
Number of Credits: 4			
Degree Type	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> B.A.S <input checked="" type="checkbox"/> A.A. <input checked="" type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input checked="" type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> V.C.C		
Date Submitted/Revised: 04-25-2007	Effective Year/Term: 2007-2		
<input type="checkbox"/> New Course Competency <input checked="" type="checkbox"/> Revised Course Competency			
General Education courses must align with the General Education Outcomes. The above course links to the following outcome(s): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input checked="" type="checkbox"/> Critical thinking <input type="checkbox"/> Formulation of strategies <input type="checkbox"/> Cultural / Global Perspective </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Social Responsibility <input checked="" type="checkbox"/> Ethical Issues <input checked="" type="checkbox"/> Computer / Technology Usage <input type="checkbox"/> Aesthetic / Creative Activities <input type="checkbox"/> Environmental Responsibility </td> </tr> </table>		<input checked="" type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input checked="" type="checkbox"/> Critical thinking <input type="checkbox"/> Formulation of strategies <input type="checkbox"/> Cultural / Global Perspective	<input type="checkbox"/> Social Responsibility <input checked="" type="checkbox"/> Ethical Issues <input checked="" type="checkbox"/> Computer / Technology Usage <input type="checkbox"/> Aesthetic / Creative Activities <input type="checkbox"/> Environmental Responsibility
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Course Description (limit to 50 words or less, must correspond with course description on Form 102): This is an introductory level course that satisfies the College's computer competency requirement. Students will learn essential computer concepts and skills as well as knowledge of how to use current software applications. Topics include word processing, spreadsheets, database, presentation software, email, Internet, and legal and ethical issues concerning the use of computers and the Internet. Laboratory fee. (3 hr. lecture; 2 hr. lab)			
Prerequisite(s):	Corequisite(s):		

Course Competencies: (for further instruction/guidelines go to: <http://www.mdc.edu/asa/curriculum.asp>)

Competency 1: The student will demonstrate general knowledge of computer concepts by:

1. Describing the principle hardware components of a personal computer.
2. Describing the proper use and handling of portable data-storage devices.
3. Distinguishing between a computer operating system and application software.
4. Identifying common types of computer application software (such as word-processing, spreadsheets, databases, web-browsing, and email) and their uses.

Competency 2: The student will demonstrate knowledge of a personal computer operating system by:

1. Defining and describing the components of a typical operating system interface.
2. Identifying the components of an interface window.
3. Maximizing, minimizing, restoring, moving, and resizing windows.
4. Creating, naming, renaming, copying, moving, and deleting files.
5. Creating, naming, renaming, copying, moving, and deleting folders and subfolders.
6. Navigating through folders and subfolders to retrieve saved files.

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7. Formatting a storage device.
8. Opening and closing an application.
9. Managing and recovering from application errors.

Competency 3: The student will demonstrate knowledge of word-processing software by:

1. Creating, saving, editing and printing a document file.
2. Formatting text, paragraphs, and documents.
3. Checking the spelling and grammar of a document.
4. Opening and navigating through the "Help" system.
5. Setting margins and tabs.

Competency 4: The student will show knowledge of spreadsheet software and its uses by:

1. Locating and identifying the components of the worksheet.
2. Entering data on a worksheet and using formulas to perform calculations.
3. Defining the capabilities and uses of spreadsheets, including basic spreadsheet functions e.g. SUM, AVERAGE.
4. Effectively using formulas that contain more than one arithmetic operator.
5. Using the fill handle to copy formulas to a range of cells.
6. Formatting worksheets using various formatting techniques.
7. Creating charts and graphs using the chart wizard.
8. Importing and analyzing external data.
9. Using the "Help" system.

Competency 5: The student will demonstrate the ability to create presentations using presentation software by:

1. Selecting a design template and applying it to a presentation.
2. Adding text, pictures, objects, and multimedia elements to a slide.
3. Inserting, deleting, copying, and moving slides.
4. Formatting and editing a presentation using the outline view and the slides pane view.
5. Creating headers and footers.
6. Switching views.
7. Presenting a slide show.
8. Printing presentations, slides, and notes.
9. Using the "Help" system.

Competency 6: The student will demonstrate knowledge of the ethical use of computers by:

1. Distinguishing between appropriate and inappropriate use of technology in an academic setting regarding plagiarism (such as in internet research).
2. Describing what constitutes intellectual property rights infringement.
3. Distinguishing between appropriate and inappropriate use of technology in a professional setting.
4. Distinguishing between legal and illegal file-sharing practices in a network such as the internet.

Competency 7: The student will demonstrate an understanding of basic computer security practices by:

1. Identifying the ways in which a computer virus can infect a computer (such as through an email-attachment, loading a file from a disk or through a file-sharing network).

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2. Describing the most common threats to computer security, such as viruses, worms, spam, etc.
3. Identifying practices to safe-guard a computer from security threats such as viruses and hacking (such as firewalls, virus scanners, and passwords).
4. Identifying privacy issues and solutions (such as phishing and identity theft, etc).

Competency 8: The student will demonstrate proficiency in using the internet by:

1. Distinguishing between an email address and an internet website address.
2. Using a website address and a web-browser to navigate to a specific website.
3. Using an internet search engine to find a website on a specific topic.
4. Saving a web-address as a "favorite" or "bookmark" for later reference.
5. Formulating strategies to locate, evaluate, and apply online information.
6. Identifying uses of online collaborative tools.

Competency 9: The student will demonstrate proficiency in using internet email by:

1. Identifying the standard form of an internet email address.
2. Creating, sending, and forwarding an email message with a file attachment to individuals and to multiple recipients.

Competency 10: The student will show knowledge of database software and its uses by:

1. Defining the capabilities and uses of a relational database management system.
2. Locating and identifying the components of a database.
3. Creating and modifying tables, queries, forms, and reports.
4. Identifying relationships between tables.
5. Entering data into tables and forms.
6. Retrieving information from a database by using query and filter tools.
7. Using the "Help" system.

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