College of Micronesia-FSM
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Course Outline Cover Page

Basic Computer Application	CA 095
Course Title	**Department and Number**

Course Description:

In today's society all careers require minimum computer literacy to effectively perform daily activities. This course provides a basic working knowledge of the major software applications most often used in business communications, accounting, presentations, and a cursory overview of database management. Students will learn to use Microsoft Office XP to handle everyday task of input, processing, output and storage of information and its use in personal life and business environment.

Course Prepared by: Business Department   **State:** Chuuk Campus

	Hours per Week		No. of Weeks		Total Hours		Semester Credit
Lecture	3	X	16	=	48/16	=	3
Laboratory						=	
Workshop						=	

Total Semester Credits   3

Purpose of Courses:

Degree Requirement _____

Degree Elective _____

Certificate Requirement √

Remedial _____

Other _____

Prerequisite Course(s): None

Signature – Chairperson, Curriculum Committee Committee

Date Approved by

_____   _____

Signature – President, COM-FSM

Date Approved by President

General Objectives:

The main objective of this course is to provide the students with some of the basic skills that are necessary to operate a computer in the home, office, or the classroom. It covers the basic components of a computer system to some of the more popular software applications used in personal life and business environment. Fundamental instruction will be provided using Microsoft Office XP with hands-on activities in word processing (Word 2002), and Spreadsheets (Excel 2002), and internet browser (explorer).

Learning Outcomes:

Upon successful completion of instruction the student, without reference to notes, will be able to:

1. Identify computer terms.
2. Describe the components of a computer system.
3. Describe the type of computer software
4. Describe the four major (core) applications in Microsoft Office XP
5. Operate a personal computer.
6. Integrate a working knowledge of Windows Operating System to manage and organize files and folders.
7. Integrate a working knowledge of Internet resources using a Web browser and search engine to enhance documents created and to access web-enhanced materials.
8. Use electronic communication software to send and receive messages and attached files.
9. Integrate a basic working knowledge of Word Processing using Microsoft Word
10. Integrate a basic working knowledge of Spreadsheet using Microsoft Excel

Outline of Contents:

This course contains:

A. Computer terminologies and definitions

B. Anatomy of computer hardware

   a. The elements of Computer Hardware
   b. Functions of computer hardware

C. Computer software

   a. Distinguish the type of System Software
   b. Type of Application Software

D. Using the Computer

a. On the desktop

b. What's a "Windows"

c. The "Start" button

E. Keyboarding and Windows XP environment

a. Introduction to Windows XP environments

b. Developing Keyboarding Skills

F. Introduction to Internet Explorer

a. Web Browser and search engine enhancement

G. Microsoft Word 2002 Basics

a. Introduction to Word

b. Basic Editing

c. Character, Paragraph, and Document Formatting

d. Working With Graphics

e. Creating WebPages and Web Documents

H. Microsoft Excel Environment and Procedures

a. Excel Basics

b. Worksheet Appearance

c. Creating Worksheet Formulas

d. Making the Worksheet Useful

e. Creating and formatting a Worksheet

f. Worksheet Charts

Learning Outcomes:

Upon successful completion of instruction the student, without reference to notes, will be able to:

Learning Outcome 1	**Identify computer terms**
Assessment Criteria	
	a. Create a dictionary that contains at least twenty computer terms and their definitions.

b. Name and define the computer terms mostly used in today's computer world.

Assessment Method   Multiple choice questions, short answer questions

Learning Outcome 2   **Describe the components of a computer system.**

Assessment Criteria

a. Identify the various parts of the computer hardware

b. Describe the role of each computer components.

Assessment Method   Multiple   choice questions, short answer questions

Learning Outcome 3   Describe the type of computer software

Assessment Criteria

a. Recognize the type of Operating System software from Application software.

b. List at least five types of Operating system software and five types of Application software and give two examples.

c. Select and propose the appropriate software to use effectively in personal life and the business environment

Assessment Method   Multiple choice questions, short answer questions

Learning Outcome 4   **Describe the four major (Core) applications in Microsoft Office XP**

Assessment Criteria

a. List the applications in Microsoft Office

b. Identify the applications function

Assessment Method   Multiple choice questions, short answer questions

Learning Outcome 5   **Operate a personal computer**

Assessment Criteria

    a. Identify on/off button for the personal computer.

    b. Explain the process of booting and shutting down Windows XP Operating System.

    c. Describe the use of the Icons; My Computer and My Documents folders on the desktop.

    d. Differentiate between a program file and a data file.

    e. Copy and/or move a file from one folder to another.

    f. Delete a file, and then recover it from Recycle Bin.

    g. Demonstrate the "Start" button

Assessment Method   Multiple hands-on practice, Short answer questions.

Learning Outcome 6   **Integrate a working knowledge of Word Processing using Microsoft Word Features.**

Assessment Criteria

    a. Explain the procedure of starting Microsoft Word

    b. Define the elements of Microsoft Word screen and word wrap; differentiate between a hard return and a soft return.

    c. Differentiate between Save and Save As commands.

    d. Explain the objectives and limitations of the grammar check

    e. Create, save, and edit, view. Format. Spell check, and print a sample document and exit the application.

    f. Insert clipart, header, footer, and page number into a document.

Assessment MethodShort answer questions, visual demonstrations, multiple hands-on practice and exercises

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Learning Outcome 7	**Integrate a working knowledge of Internet resources using a Web browser and search engine**
Assessment Criteria	

a. Define the acronym WWW

b. Identify the elements of Internet Explorer

c. Use Internet Explorer browser and search engine to enhance documents created and to access web-enhanced materials.

d. Send, Open, and receive emails with file attachment.

Assessment Method Provided different topics and students will research for the given topic, Hands-on practice, short answer questions.

Learning Outcome 8	**Use electronic communication software to send and receive messages and attached files.**
Assessment Criteria.	

a. Send and Receive e-mail; display and print messages without assistance

b. Attach a file to an e-mail message.

c. Create a contact and view contact list

Assessment Method   Provided topics will be sends via e-mail to instructor as an attachment, Hands-on practice,

Learning Outcome 9	**Integrate a basic knowledge of spreadsheet using Microsoft Excel 2002**
Assessment Criteria	

a. Effectively demonstrate spreadsheet features such as text and number formatting, applying borders, color, and fill colors to cells.

b. Create formulas using basic math principles
c. Use the SUM, AVERAGE, MAX, and MIN functions
d. Create charts

Assessment Method instructor, working	Multiple hands-on practices set provided by
short answer	group class exercises provided by instructor, and
	questions

Required Course Materials:

Instructor:

a. Textbook, workbook

b. PowerPoint Presentations

c. Figure Files (Illustrations from the text)

d. Whiteboard or Chalkboard

Student:

a. Textbook, handouts provided by instructor

b. Two blank diskettes or a 64MB USB Flash Drive

c. Notebook and pen or pencil

Required Text: Microsoft Office XP, Windows XP Edition – Illustrated Introductory

By Beskeen, Duffy, Friedrichsen, Reding

Methods of Instruction:

1. Computer Aided Instructions

2. Computer hands-on exercises

3. Lecture, Demonstration, individual and group assignments

Evaluation:

Grades will be assigned based on the following percentage to total points received from exams, projects, quizzes, practice sets, and the mid-term and final exam:

A .... 90% - 100%

B .... 80% - 89%

C .... 70% - 79%

D .... 60% - 69%

F .... 59% and below

Attendance Policy:

The COM-FSM Attendance Policy will be observed.