

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Business Program
Revision Date: 08-21-23

I. CATALOG DESCRIPTION

Course Number: BSAD1000
Course Title: Computer Essentials
Prerequisite(s): Keyboarding skills recommended.

Catalog Description: Students will learn how to login to the computer labs to use Windows Operating System; File Management, and learn features of Microsoft Windows and Microsoft Word – a word processing program which is the main focus. Students will also learn to create, edit, and print documents in Microsoft Word; Microsoft Excel; and Microsoft PowerPoint.

Credit Hours: 1
Class Hours: 15
Lab Hours: 0
Total Contact Hours: 15

II. COURSE OBJECTIVES: *Course will teach students to*

- A. Introduce students to Windows Explorer to manage folders and files
- B. Introduce students to Internet and E-mail
- C. Utilize word processing features using Microsoft Word
- D. Utilize presentation features using Microsoft PowerPoint
- E. Utilize spreadsheet features using Microsoft Excel

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Login and use a personal computer
 - 2. Follow SCC lab rules – no food or drink in labs at any time
 - 3. Work with and use current Windows
 - 4. Use input and output devices properly
 - 5. Save, open, and print from a Windows application program
 - 6. Use File Explorer, create folders and files
 - 7. Save a document on the network drive (N:), flash/USB drive, and/or One Drive.
 - 8. Shut down and log off SCC Computers
 - 9. Use Word to create, edit, print, and save files
 - 10. Use Excel to create, edit, print, and save workbooks
 - 11. Use PowerPoint to create, edit, print, and save a presentation
- B. General Education Learning Outcomes (GELOs)
 - 1. GELO 6: Career and Life Skills
 - Outcome 4: Use digital technology effectively to access, manage, integrate, evaluate, and present information.

IV. CONTENT/TOPICAL OUTLINE

A list of specific course content is available upon request.

V. INSTRUCTIONAL MATERIALS

- A. Handouts from teacher
- B. Lecture/presentations

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Explanation and/or demonstration as needed of using the software features.
- B. Classroom laboratory with instructor support for students to individually complete the required projects/readings.
- C. Discussion with instructor or other students.

VII. METHODS OF EVALUATION

- A. Daily assignments (60 percent):
 - 1. Computer Exercises/Projects: These assignments are listed on the course timeline.
 - 2. In order to be graded, all of these required computer exercises must be completed accurately, organized as required, and then submitted according to the deadlines given on the timeline. Inaccurate, unorganized, and/or late work is not accepted.
- B. Attendance/Participation (40 percent):
 - 1. Attendance in each class session is recommended to ensure the student attains the required skills.
 - 2. Participation may include: following classroom rules, asking questions and listening to others, keeping track of assignments and/or responsibilities, responding positively to constructive feedback, and showing respect for others and their points of view, completing daily assignments on time.
- C. SCC STANDARD GRADING SCALE POLICY:

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Grade Requirement: Student must complete course with minimum course grade of D (60 percent). Must achieve a course grade of C (70 percent) if course is a prerequisite for any other course at SCC.
- B. Student must satisfactorily complete all assignments.
- C. Depending upon student's keyboarding skills, work may be required of students outside of the normal class hours.