

_____SOUTH SEATTLE COMMUNITY COLLEGE_____

Technical Education Division

COURSE OUTLINE

Revision: Roger Bourret, February 2008

DEPARTMENT: Computing
CURRICULUM: Applied Academics
COURSE TITLE: Computer Applications I
COURSE NUMBER: ICT 103
TYPE OF COURSE: Vocational Preparatory
Special Requirement Met: None
AREA(S) OF KNOWLEDGE: None
COURSE LENGTH: 1 quarter
CREDIT HOURS: 2
LECTURE HOURS: 22
LAB HOURS: 0
CLASS SIZE: 25
PREREQUISITES: None

COURSE DESCRIPTION:

A study of current computer applications. The course provides the student with experience in using features of a word processor, spreadsheet, database manager, e-mail, and Internet software. The course provides hands-on experience in using applications to complete practical communications exercises.

NOTE: This course is usually taught in coordination with ENG 105 Applied Composition. Students receive the same grade for both courses.

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STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication – Read and write effectively for personal, academic and career purposes.
2. Technology – Select and use current PC technology in various software applications.
3. Information Literacy – Access and evaluate a variety of information from various sources and contexts, including instruction manuals, regarding new software and its applications.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Describe and demonstrate specific computer operations pertaining to word processing, e-mail, Internet use, spreadsheets, and databases.
2. Define spreadsheet, database, and word processing terminology.
3. Explain the process of using specific applications for practical communications.

TOPICAL OUTLINE:	APPROX. HOURS
I. Introduction	2
II. Word processing procedures	10
A. Entering and editing text	
B. Commands	
C. Cursor control	
D. Function keys	
E. Formatting memos, letters, reports	
F. File management	
G. Using tables and graphs	
H. Internet research techniques	
III. Spreadsheet procedures	3
A. Commands	
B. Format	
C. Entering and editing data	
D. Creating charts and graphs	

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TOPICAL OUTLINE: (cont.)		APPROX. HOURS
IV.	Database procedures	2
	A. Data structures	
	B. Entering data	
	1. Appending	
	2. Editing	
	C. Retrieving data	
	1. Browsing	
	2. Report generation	
	D. Databases for college and careers	
V.	Internet and e-mail	4
	A. Sending, replying, and attaching documents	
	B. Internet use	
	1. Search engines	
	2. Online databases	
VI.	Evaluation and review	<u>1</u>
	Total	22

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SLO #	Included in Course Objective Number	SSCC Student Learning Outcomes
SLO 1.1	1	Communication - Read and listen actively
SLO 1.2	3	Communication - Speak and write effectively
SLO 2.1		Computation - Use mathematical operations
SLO 2.2		Computation - Apply quantitative skills
SLO 2.3		Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills
SLO 3.1		Human Relations - Use social interactive skills to work in groups effectively
SLO 3.2		Human Relations - Recognize the diversity of cultural influences and values
SLO 4.1		Critical Thinking and Problem Solving -
SLO 5.1	1,2,3	Technology - Select and use appropriate technological tools
SLO 6.1		Personal Responsibility - Be motivated and able to continue learning and adapt to change
SLO 6.2		Personal Responsibility - Value one's own skills, abilities, ideas and art
SLO 6.3		Personal Responsibility - Take pride in one's work
SLO 6.4		Personal Responsibility - Manage personal health and safety
SLO 6.5		Personal Responsibility - Be aware of civic and environmental issues
SLO 7.1	1	Information Literacy - Access and evaluate information
SLO 7.2		Information Literacy - Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society

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