



Broward Community College

Course Outline

STATUS: A

COMMON COURSE NUMBER: CGS 1061C

COURSE TITLE: Computer Concepts

CREDIT HOURS: 1

CONTACT HOURS BREAKDOWN:

Lecture/Discussion	<u> 8 </u>
Lab	<u> 8 </u>
Other	<u> 0 </u>
Contact Hours/Week	<u> 16 </u>

CATALOG COURSE DESCRIPTION:

Prerequisite: None

Corequisite: None

This course presents an overview of the fundamentals and capabilities of the computer. Students will become familiar with computer concepts, will be introduced to operating systems and operating environments, and will gain a basic understanding of microcomputer applications. This course will satisfy the computer competency requirements for the A.A. degree. It will also fulfill the computer requirement for some A.S. degrees. Students should check the appropriate A.S. degree program sheet for specific course requirements. Various lab activities are conducted throughout this course.

General Education Requirements - Associate of Arts Degree, meets Area(s): 5B

General Education Requirements - Associate in Science Degree, meets Area(s):

UNIT TITLES:

1. Computer Concepts
2. Operating Systems and Environments
3. Microcomputer Applications

I. Course Overview:

Upon successful completion of this course, the students should be able to create a document, generate a spreadsheet, use basic features of the operating system, and apply the concepts in a class project.

II. Units:

Unit 1. Computer Concepts

General Outcome:

- 1.0 The students should be able to describe computers, how they are used, and identify social issues in computing.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Describe the physical components of microcomputers and basic software applications as described in the media.
- 1.2 Identify categories of computers and their suitability for different purposes.
- 1.3 Describe the historical background of computers, their impact on global society, and future trends.
- 1.4 Describe the importance of ergonomic practices for personal safety.
- 1.5 Identify practical methods of preventing computer catastrophes such as viruses, power problems, and data loss.
- 1.6 Identify how computers share files with each other in a network environment and describe network safety measures such as logging-off and password usage.
- 1.7 Describe computer ethics and social issues such as software duplication, computer hacking, and viruses.

Unit 2. Operating Systems and Environments

General Outcome:

2.0 The students should be able to describe the various concepts associated with a computer operating system, computer operating environments, and to perform associated functions by using appropriate commands, utilities and accessories.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Describe the operating environment, its purpose and use.
- 2.2 Start the graphical user interface (GUI).
- 2.3 Use the GUI to chose menu commands, work with dialog boxes, get help, scroll through windows and exit.
- 2.4 Use the operating systems utilities and accessories to switch between windows, create/delete group and program icons, rename group and application icons, and customize the operating environment.
- 2.5 Use program management techniques to work with individual programs and groups.
- 2.6 Perform disk and file maintenance in formatting disks, creating/deleting directories, copying files, renaming files, creating backups, saving files, selecting a drive and directory, selecting multiple files, and moving files.
- 2.7 Manage the Print Queue to view the Print Queue, delete a print job, change the printer setup, and select a printer.
- 2.8 Run an application from an icon and from a file manager utility.
- 2.9 Run multiple applications at the same time.

Unit 3. Microcomputer Applications

General Outcome:

3.0 The students should be able to describe the concepts of word processing, generate a document, and generate a spreadsheet.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Create a file and enter text, using a standard software package.
- 3.2 Make changes to text by inserting, deleting, selecting, undoing and typeover.
- 3.3 Save/retrieve documents.
- 3.4 Print documents.
- 3.5 Create a spreadsheet using a standard software package.
- 3.6 Move around a spreadsheet.
- 3.7 Enter values into a spreadsheet.
- 3.8 Enter texts and text numbers into a spreadsheet.
- 3.9 Enter formulas into a spreadsheet.
- 3.10 Edit cell entries.
- 3.11 Save/retrieve a spreadsheet.
- 3.12 Print a spreadsheet.