



# Broward Community College

## Course Outline

STATUS:   A  

COMMON COURSE NUMBER:   CGS 1100  

COURSE TITLE:   Introduction to Computer Applications  

CREDIT HOURS:           3          

**CONTACT HOURS BREAKDOWN:**

Lecture/Discussion           48          

Lab           00          

Other           00          

Contact Hours/Week           3          

**CATALOG COURSE DESCRIPTION:**

Prerequisite: None

Corequisite: None

This course is an introduction to computers and their applications. Students will learn to identify the basic components and devices that comprise a computer system; to use the Internet as a source of information and a means of communication; and to use application software packages (including word processing, spreadsheet, database management, and presentation graphics programs).

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

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

**UNIT TITLES:**

1. Computer Systems and Networks
2. Introduction to Windows
3. Introduction to the Internet
4. Introduction to Word Processing
5. Introduction to Spreadsheets
6. Introduction to Database Management
7. Introduction to Presentation Graphics

LAST REVIEW   Academic Year 2002-2003   NEXT REVIEW   Academic Year 2003-08  

*Interim Revision Dates:*

## **I. Course Overview:**

Upon successful completion of this course, the students should be able to identify the components of a computer system; use an operating system to manage the storage and retrieval of information; use the Internet as a source of information and a method of communicating with others; use a word processor; use a spreadsheet program; use a database management system; and use a presentation graphics program.

## **II. Units:**

### **Unit 1. Computer Systems**

#### General Outcome:

- 1.0 The students should be able to demonstrate an understanding of the various components, devices, and software that make up a computer system and a computer network; and basic knowledge necessary to purchase a computer system.

#### Specific Learning Outcomes:

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

- 1.1 Describe the principal components of a computer and discuss their use.
- 1.2 Discuss peripheral devices and their use.
- 1.3 Explain the difference between system software and application software.
- 1.4 Describe different types of productivity software.
- 1.5 Discuss communications channels and equipment, and LAN and WAN computer networks.
- 1.6 Explain how to purchase a computer system.

## Unit 2. Introduction to Windows

### General Outcome:

2.0 The students should be able to explain the use of the Windows operating system to manage files and programs.

### Specific Learning Outcomes:

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

2.1 Demonstrate the following procedures:

- 2.1.1 Boot the computer.
- 2.1.2 Navigate the desktop.
- 2.1.3 Use menus and toolbars.
- 2.1.4 Format a disk.
- 2.1.5 Create/delete a subdirectory.
- 2.1.6 Copy/move/delete a file.
- 2.1.7 Launch an application.
- 2.1.8 Shutdown the computer.

## Unit 3. Introduction to the Internet

### General Outcome:

3.0 The students should be able to use the Internet to find information and communicate with others.

### Specific Learning Outcomes:

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

3.1 Demonstrate the following procedures:

3.1.1 Use a Web browser.

3.1.2 Copy a Web page.

3.1.3 Print a Web page.

3.1.4 Save a Web page.

3.1.5 Create a bookmark.

3.1.6 Delete a bookmark.

3.1.7 Search the Web for information using a search engine.

3.1.8 Use ftp and/or gopher to retrieve files from the Web.

3.1.9 Send an E-mail message.

3.1.10 Read and E-mail message.

3.1.11 Print an E-mail message.

3.1.12 Save an E-mail message.

## Unit 4. Introduction to Word Processing

### General Outcome:

4.0 The students should be able to create, edit, print, and save word processing documents.

### Specific Learning Outcomes:

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

- 4.1 Create a word processing document.
- 4.2 Edit a word processing document.
- 4.3 Format a word processing document.
- 4.4 Save a word processing document.
- 4.5 Print a word processing document.

## Unit 5. Introduction to Spreadsheets

### General Outcome:

5.0 The students should be able to create, edit, print, and save worksheets.

### Specific Learning Outcomes:

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

5.1 Create a worksheet.

5.2 Edit a worksheet.

5.3 Format a worksheet.

5.4 Create a chart.

5.5 Save a worksheet.

5.6 Print a worksheet.

## Unit 6. Introduction to Database Management

### General Outcome:

6.0 The students should be able to create, maintain, query, print (a report), and save a database.

### Specific Learning Outcomes:

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

- 6.1 Create a database.
- 6.2 Edit/Maintain a database.
- 6.3 Query a database.
- 6.4 Create a report.
- 6.5 Save a database.

## Unit 7. Introduction to Presentation Graphics

### General Outcome:

7.0 The students should be able to create, modify, print (notes), and save a presentation.

### Specific Learning Outcomes:

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

- 7.1 Create a presentation.
- 7.2 Modify/Enhance a presentation.
- 7.3 Save a presentation.
- 7.4 Print presentation notes.