

**BARTON COMMUNITY COLLEGE**  
**Ellinwood High School – Lorie Betts**  
**620-564-3136, ext. 138     lbetts@usd355.org**  
**COURSE SYLLABUS**  
**2017-2018**

**I. GENERAL COURSE INFORMATION**

Course Number:        BSTC 1036  
Course Title:         Computer Concepts and Applications  
Credit Hours:         3  
Prerequisites:        None  
Division/Discipline: Workforce Training and Community Education  
Course Description: This course is an introduction to computer concepts in which focuses on concepts including hardware, operating systems, ethics and security; and applies hands-on interaction with software applications including word processing, spreadsheets, presentations, and database systems. On completion of this course, students will understand common computer terminology, utilize featured application software, and recognize relevant ethics and security issues associated with technology.

**II. CLASSROOM POLICY**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services. Additional information about academic integrity can be found at the following link:

<http://academicintegrity.bartonccc.edu/>

**III. COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is a requirement for many of the degrees' foundational courses whether an applied science or a transferable degree. This course serves as an introduction to computer concepts for all individuals who want to use computers and software applications more effectively for both personal and professional use. The use of technology within society,

business, and education increases continually and it is imperative that students, future employees, and members of society can operate a computer and relevant software efficiently. The skill set formed within this course can also assist in creating integration and adaptability skills the students may need when using other software or web applications.

The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. Students are responsible to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

#### KRSN Course CSC 1101

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups for this course, as sanctioned and approved by the Kansas Board of Regents. For more information regarding transfer and articulation of this course, please refer to the following KBOR webpage: [http://kansasregents.org/transfer\\_articulation](http://kansasregents.org/transfer_articulation).

### **IV. ASSESSMENT OF STUDENT LEARNING / COURSE OUTCOMES**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

#### COURSE OUTCOMES / COMPETENCIES:

Upon completion of this course, the student will be able to:

1. Identify specifications and configurations of computer hardware
  - a. Define computer hardware concepts and terminology
  - b. Illustrate various configurations for hardware components
  - c. Identify current and emerging hardware technologies
2. Identify the role of operating systems
  - a. Utilize system software to execute a common set of applications
  - b. Identify and use operating system and utility features
3. Use the Internet to find information and determine its credibility
  - a. Define Internet concepts and terminology
  - b. Identify and use current and emerging Internet capabilities
4. Use word-processing software to create, edit and produce professional documents
  - a. Define word-processing concepts and terminology

- b. Create, modify, save and output professional looking documents
- 5. Create spreadsheets and charts for problem-solving
  - a. Define spreadsheet concepts and terminology
  - b. Create, modify, save and output professional looking documents
- 6. Utilize a database
  - a. Define database concepts and terminology
  - b. Modify, maintain, save, query and output database information
- 7. Use presentation software to create, edit and produce professional looking presentations
  - a. Define presentation concepts and terminology
  - b. Create, modify, save and output professional looking presentations
- 8. Identify ethical and social standards of conduct regarding the use of information and technology
  - a. Define ethical and social concepts of technology use
  - b. Define ethical and social standards of conduct when using technology
- 9. Identify security threats and solutions
  - a. Define security terminology and concepts
  - b. Identify protection and solutions from threats such as malware

**V. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS – You are in a college class which requires listening, respect and completion of tasks assigned.**

**VI. TEXTBOOKS AND OTHER REQUIRED MATERIALS - Teacher will provide**

**VII. REFERENCES**

**VIII. METHODS OF INSTRUCTION AND EVALUATION – Lecture, computer, iPad, Google Classroom, Google Docs,**

**IX. ATTENDANCE REQUIREMENTS - be to class each day, if absent you will need to make arrangements to acquire missing work, if it is not on your Google classroom.**

**X. COURSE OUTLINE – refer to course outcomes**