

Practical Computer Applications
 SYLLABUS

Course Title: Practical Computer Applications	Course Number: INT1108	Revision Date: 11/12/2019 Online available for approved campuses	
Quarter Credit Hours: 4.00	Course Length: 5 weeks	Breakdown of Course Hours: 20 Lab Hours 30 Lecture Hours 60 Outside Activity Hours	
Instructor: To Be Determined When Registered	Meeting Days/Times: To Be Determined When Registered Term(s): To Be Determined When Registered Course Start: To Be Determined When Registered Course End: To Be Determined When Registered		
Course Catalog Description: This course provides practical computer and general administrative skills required to utilize the computer as a tool in an office or clinical environment. Students will gain confidence in the use of the internet, productivity software, and associated computer hardware and software. The course will utilize several projects to reinforce the functionality and flexibility of the computer. Prerequisite: None.			
Prerequisite(s): None Corequisite(s): None			
Required Text: <u>Cirrus: Seguin's Computer Concepts and Applications 365/2019</u> , Edition: 1st, Denise Seguin, Paradigm, 2019, ISBN: 9780763893378			

Other Classroom Resources:

Students are expected to supply basic classroom supplies, including but not limited to notebooks, pens, pencils, highlighters, folders, ring binders, calculators, USB storage devices and other general supplies as needed to aid in the collection and storage of information in their courses. Any special equipment or supplies will be communicated via the instructor by the first class meeting.

In addition to textbooks, workbooks, lab manuals or other required materials, courses may utilize sources from the library, Internet sites, periodicals, newspapers, professional (or business) publications, state specific laws or codes, magazines, personal interview, guest speakers, publisher provided information, instructor work experience, video, audio or other visual files/documents to convey and aid in obtaining course objectives. Your instructor will provide specific information on resources that will be utilized/required to support content and aid in research.

Online Access Requirement:

Students are expected to have computer access with an internet connection when taking online coursework. Public access or workplace access may be limited due to firewalls. Students must have word processing software such as Google Docs, Microsoft Word, or Office365 in order to submit papers.

** This is not intended to be a comprehensive list and additional items/supplies/equipment may be provided to the student as part of their program, or information provided on how to obtain the required items.

Teaching Strategies:

Instructors utilize a variety of teaching strategies and methods in the instruction process. These may include but are not limited to lecture, demonstration, group projects, guest speakers, audio-visual presentations, internet activities, and simulated work experiences.

Outside Activity Hours:

Lecture, Lab, Clinic, or Externship/Practicum hours as indicated on the syllabus represent hours utilized in determination of total credits awarded in the course for credit bearing courses. Time spent in preparation of new material will usually require a minimum of two hours for each 1 hour identified as lecture, but it is course specific. Please consult your instructor. This preparation time may include the reading of textbook material, homework assignments, preparation for lab assignments, workbook activities, awareness/review of any safety precautions, or research of relevant supplemental information. Additionally, students are expected to record notes to be reviewed as background for subsequent lessons, homework, or in preparation for exams. Review of and reflection on classroom discussions, demonstrations, or presentation is included in the recognition of the additional course hours. For clock hour courses, the breakdown of Lecture, Lab, and Clinic represent the clock hours required in the course and the structure of the delivery/acquisition of course material. Clock hour courses do not include outside activities in the calculation of hours.

A. For Ground Portions of the Course: Students will be assigned specific activities to incorporate out-of-class hours to achieve course objectives.. Out-of-class assignments are those activities identified to be completed outside of structured/scheduled class meeting time for non-clock hour program. These assignments will be graded as part of the overall course grade. For specific assignments and required/estimated time on task, see attached course outline. For Campus Based Students these are identified on the Syllabus header as Outside Activity Hours and on the course outline as Out-Of-Class Hours.

B. For Online Portions of the Course: Courses are delivered via Moodle or Canvas in an asynchronous format. Students enrolled in online courses/programs are expected to spend an equivalent amount of time on task as campus-based students in meeting course objectives. This is applicable to students enrolled in blended or hybrid learning courses as well.

Grading and Evaluation:

Course requirements include evaluation in the areas of class participation (including attendance), homework/assignments, quizzes/examinations, and project/portfolio items as follows:

Final Grades will be determined by:

Letter Grading Scale:

Homework/Assignments	30 %	90-100%	A
Assessments (Quizzes/Examinations)	20 %	80-89%	B
Project/Portfolio	30 %	70-79%	C
Discussion/Attendance/Class Participation	20 %	60-69%	D
Total	100%	0-59%	F

*Review the Course Objectives/Lessons Page(s) for Grade Criteria requirements in the final section of this syllabus.

Definitions of Graded Activities used to verify objectives of course have been met:

Homework/Assignments:

Homework will be identified on the course outline or communicated by the instructor. Assignment due dates will be established by the instructor as well as the mode and form of submission. Assignments turned in after the scheduled due date for any reason may be assessed as late credit by the instructor. Homework assignments will require outside preparation to execute activities in attainment of course objectives.

Assessments (Quizzes/Examinations):

Courses are designed with both formative and summative assessments and may be referred to as quizzes or examinations. Announced and unannounced assessments may be used as a means to verify attainment of course objectives. Students will be expected to spend time outside of class studying materials in preparation for any assessment as well as time spent reviewing results in preparation for homework, class discussion, quizzes, or project assignments.

Project/Portfolio:

Project requirements are outlined in detailed separate instructions and reflect the practical application of fundamentals and principles discussed in the course. Projects may include library research as well as classroom/laboratory, externship/practicum/clinic, and/or other activities. Project assignments require utilization of course materials and additional resources in demonstration of course objectives. Students are expected to incorporate time outside of class to research, create, and prepare projects for review and/or demonstration and assessment.

- Portfolio assignments are a part of some course objectives. Portfolio assignments are outlined in separate documentation provided by the instructor. Portfolio submissions may be incorporated into the course grade.
- For externship/practicum courses, the final project is a presentation covering the student's experience on the externship/practicum site.
- Competencies: Some courses require students complete competencies, or hands on skills. For CAAHEP accredited programs, students have a maximum of three formal attempts to complete a competency (each subsequent attempt may not have points deducted just for it being another attempt). Students must pass competencies with a minimum of a 75% grade. For NCCER recognized programs, students must earn a 70% or greater on their competencies. Competency grades are assessed in the Project/Portfolio category of a course. Students who

do not complete required competencies successfully may fail the course in its entirety.

Discussion/Attendance/Class Participation:

This portion of the grade depends on the delivery method of the course. For ground delivery (and ground portions of hybrid delivery), the grade includes evaluation of self-directed work habits such as attendance, class preparedness, and communication. Class participation may include group activities, peer review, role playing, lab work, or demonstration. Instructor facilitated discussion may be used in verification of course objectives. For hybrid and/or online delivery, the online discussion grade is comprised of two parts: Attendance and Participation. Online students mark attendance by accessing the online classroom and initiating any number of online activities such as forums (discussion), assignments, or assessments. Failure to login or engage in activities which indicate presence in the course may affect a student's financial aid. Participating in the weekly discussions is paramount to the learning experience and allows students and instructors to share understandings, expertise, and study the content from new perspectives. Participation is earned by being an active member of the Lesson's discussion board. Answering the main discussion post is required in order to earn full participation points for the week. Please see the Discussion Rubric for specific details on quantity and length of posts required for assignment of grade. Class preparation will require additional time outside of scheduled hours. Students are expected to have read the assigned materials and be prepared to discuss the content with the instructor and peers.

Attendance Policy:

The campus is committed to the principle that class attendance is an essential part of its educational programs and its goal to prepare all students for the responsibilities of their chosen career fields. Regular class attendance is mandatory in all classes and attendance is recorded for every regularly scheduled class. All absences, late arrivals, and early departures are recorded, are counted as class time missed, and become a part of the student's permanent record. No distinction is made between excused and unexcused absences. Failure to comply with the attendance policy can result in failure to meet course competencies, suspension, or dismissal. Externship and clinic courses have their own specific attendance criteria that are announced at the beginning of the class and may require makeup of all hours missed. The student is responsible for all material covered daily in each class for which the student is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make up work missed because of class absence (see Makeup Policy). Makeup of missed classes does not remove an absence from a student's record. Please reference your campus catalog for your location's specific attendance policy and expectations.

Makeup Policy:

The campus recognizes that there are circumstances and events which require students to miss classes, resulting in the need for makeup work. Because Ancora believes the purpose of completing work is to help the student learn and be successful, instructors are expected to work with students on the submission of makeup work. Students must initiate contact with the instructor to discuss the makeup work in question. The student will work with the instructor on new deadlines and any deductions that may result based on the late work, not to exceed 20% per assignment. Examinations may be made up only with documented extenuating circumstances. The deadline must be prior to the end of the term, or else the student must apply for an Incomplete (see the Incomplete policy). Online modality assessments are considered normal makeup work, not examinations for purposes of this policy. The procedure for requesting the opportunity to makeup required work can be obtained from the instructor. * Students will not be charged for completing makeup work.

Special Needs:

Students in need of special accommodation should notify their Director of Education. This will follow Ancora's Student Disability Accommodation process and procedure as published in campus catalogs.

Course Outline:

Courses are scheduled on campus to accommodate classroom availability and time required to deliver course content. Online meeting requirements will be posted in the online classroom. The syllabus reflects total hours required to meet course objectives. The number of sessions and length of sessions may vary and should not be taken as a direct representation of days/weeks in the classroom. Time on task is identified for the various options utilized to deliver and assess student achievement of course objectives. The sessions represent the systematic delivery of course content with direction for faculty and students in the logical delivery of the materials to be covered.

INT1108 Practical Computer Applications

Course Objectives:

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

1. Demonstrate a working knowledge of the computer as a tool for creating, saving, retrieving, and sharing information and documentation.
2. Demonstrate a working knowledge of the Internet for research.
3. Create effective personal and business documents and reports using word processing software.
4. Create tables using spreadsheet software.

Lesson 1: Computer Concepts and File Management

- **Discussion Question**
 - Lesson 1 Discussion Question – File Management
- **Chapter 1: Living in a Digital World**
 - Lesson 1 Videos (*Supplemental to assist students*)
 - CC3e CH01 Read and Learn Lessons: Living in a Digital World
 - CA 2019 CH01 Tutorial Lessons
 - Topic 1.2: Signing Into and Out of Windows 10; Exploring the Windows 10 Desktop, Taskbar, and Start Menu; Opening and Closing Applications from the Start Menu; Moving between Open Windows
 - Topic 1.3: Opening and Closing Applications Using the Search Box; Searching with Cortana; Manipulating Windows
 - Topic 1.4: Adjusting the Sound Volume; Connecting to and Disconnecting from a Wireless Network; Modifying Screen Brightness and Resolution
 - Topic 1.5: Locking the Screen; Signing Out of a Windows Session; Shutting Down the PC or Mobile Device
 - Topic 1.6: Using the Start Menu; Resizing the Start Menu; Pinning and Unpinning Tiles to and from the Start Menu; Rearranging Tiles; Resizing a Tile and Turning Live Updates Off or On
 - Topic 1.7: Personalizing the Desktop
 - Topic 1.8: Creating a Compressed Archive (ZIP) File; Downloading and Extracting Student Data Files
 - Topic 1.9: Navigating between Local Volumes and Folders in File Explorer
 - Topic 1.10: Creating and Renaming a File or Folder; Moving and Copying Using Copy and Paste
 - Topic 1.11: Moving Files; Renaming Files and Folders; Deleting Files and Using the Recycle Bin
 - CC3e CH01 Multiple Choice
 - CC3e CH01 Chapter Exam
- **Chapter 3: Computer Hardware**
 - CC3e CH03 Topic 3.1 Let's Explore! What Is USB Type-C?
 - CC3e CH03 Topic 3.4 Video Lesson: How Does Bluetooth Work?
 - CC3e CH03 Topics Review
 - CC3e CH03 Multiple Choice
 - CC3e CH03 Completion
 - CC3e CH03 Matching
 - CC3e CH03 Chapter Exam
- **Chapter 5: Application Software**
 - CC3e CH05 Topic 5.2 Let's Explore! Which Industry-Specific Software Will You Use?
 - CC3e CH05 Topic 5.7 Let's Explore! Popular Apps for Android or Apple Mobile Devices
 - CC3e CH05 Topics Review
 - CC3e CH05 Multiple Choice
 - CC3e CH05 Completion
 - CC3e CH05 Matching
 - CC3e CH05 Chapter Exam

Lesson 2: Internet Searchers

- **Discussion Question**
 - Lesson 2 Discussion Question – Internet Searches
- **Chapter 2: Exploring the World Using the Internet**
 - Lesson 2 Videos (*Supplemental to assist students*)
 - CC3e CH02 Multiple Choice
 - CC3e CH02 Chapter Exam
- **Chapter 7: Computer Security and Privacy**
 - Lesson 7 Videos (*Supplemental to assist students*)
 - CC3e CH07 Read and Learn Lessons: Computer Security and Privacy
 - CC3e CH07 Topic 7.1 Let's Explore! How to Create a Strong Password That Is Easy to Remember
 - CC3e CH07 Topic 7.3 Let's Explore! What Is a Logic Bomb?
 - CC3e CH07 Topic 7.4 Let's Explore! What Is Social Engineering?
 - CC3e CH07 Topics Review
 - CC3e CH07 Multiple Choice
 - CC3e CH07 Completion
 - CC3e CH07 Matching
 - CC3e CH07 Chapter Exam

Lesson 3: Document Design

- **Discussion Question**
 - Lesson 3 Discussion Question – Document Design
- **Chapter 6: Creating, Editing, and Formatting Word Documents**
 - CA 2019 CH06 Tutorial Lessons (outlined below)

Selecting, Replacing, and Deleting Text	Changing Line Spacing
Formatting with Format Painter	Creating Bulleted Lists
Cutting, Copying, and Pasting Text	Creating Numbered Lists
Entering Text	Applying Styles and Style Sets
Finding Text	Inserting Special Characters
Applying Front Formatting Using the Font Group	Using the Thesaurus
Indenting Text	

- CA 2019 CH06 Project01 Exam
- CA 2019 CH06 Project02 Exam
- CA 2019 CH06 Project03 Exam
- **Chapter 7: Enhancing a Word Document with Special Features**
 - CA 2019 CH07 Tutorial Lessons (outlined below)

Applying Borders	Inserting, Sizing, and Positioning an Image
Applying Shading	Formatting an Image
Changing Margins	Inserting a Text Box
Inserting and Removing Page Numbers	Creating a Table
Inserting and Removing a Page Break	Changing a Table Layout
Editing a Header and Footer	Changing a Table Design
Inserting Sources and Citation	Inserting Comments
Editing a Citation and Source	Inserting and Removing a Cover Page
Inserting a Works Cited Page	

- CA 2019 CH07 Project01 Exam
- CA 2019 CH07 Project02 Exam
- CA 2019 CH07 Project03 Exam

Lesson 4: PowerPoint Text

- **Discussion Question**

- Lesson 4 Discussion Question – PowerPoint Text

- **Chapter 10: Creating, Editing, and Formatting a PowerPoint Presentation**

- CA 2019 CH10 Tutorial Lessons (outlined below)

Applying a Design Theme	Changing and Modifying Design Themes
Inserting and Deleting Text in Slides	Creating a Table
Inserting a New Slides	Changing the Table Layout
Choosing a Slide Layout	Formatting with a Slide Master
Changing Views	Inserting Headers and Footers
Modifying Placeholders	Inserting and Deleting Comments
Rearranging Slides	Hiding and Unhiding Slides
Deleting Slides	Applying Font Formatting
Increasing and Decreasing Indent	Changing the Table Design
Selecting Text	Customizing Numbers

- CA 2019 CH10 Project01 Exam
- CA 2019 CH10 Project02 Exam
- CA 2019 CH10 Project03 Exam

- **Chapter 11: Enhancing a Presentation with Multimedia an Animation Effects**

- CA 2019 CH11 Tutorial Lessons (outlined below)

Adding Slide Transitions	Inserting and Formatting Text Boxes
Inserting, Sizing, and Positioning an Image	Inserting and Modifying an Audio File
Inserting, Sizing and Positioning SmartArt	Inserting and Modifying a Video File
Formatting SmartArt	Setting Timings for a Slide Show
Inserting and Formatting WordArt	Looping a Slide Show Continuously

- CA 2019 CH11 Project01 Exam
- CA 2019 CH11 Project02 Exam

Lesson 5: Excel Charts

- **Discussion Question**

- Lesson 5 Discussion Question – Excel Charts

- **Chapter 8: Creating, Editing, and Formatting Excel Worksheets**

- CA2019 CH08 Tutorial Lessons (outlined below)

Entering Data	Applying Font Formatting
Entering Data Using the Fill Handle	Applying Number Formatting
Entering Formulas Using the Keyboard	Applying Alignment Formatting
Sorting Data	Using Format Painter and the Repeat Command
Displaying Formulas	Applying Cell Styles
Merging and Centering Cells	Freezing and Unfreezing Panes
Editing Data	Inserting and Renaming Worksheets
Inserting Columns and Rows	Adding Borders to Cells
Adjusting Column Width and Row Height	

- CA 2019 Project 01 Exam
- CA 2019 Project 02 Exam
- CA 2019 Project 03 Exam

- **Chapter 9: Inserting Functions and Enhancing an Excel Worksheet**

- CA 2019 CH09 Tutorial Lessons (outlined below)

Absolute Addressing	Inserting Headers and Footers
Using Statistical Functions	Formatting Data as a Table
Using Data and Time Functions	Sorting a Table
Using Logical IF Functions	Changing Page Layout Options
Creating Charts	Summarizing Data with Sparklines
Formatting with Chart Buttons	Applying Number Formatting
Changing Chart Design	Resizing, Positioning, and Moving Charts

- CA 2019 Project 01 Exam
- CA 2019 Project 02 Exam

Career Focus: Preparation for Career Success

- Resume Builder
- Video: Do's and Don'ts of the Resume
- Read: Tips on Your Professional Branding