

EASTERN ARIZONA COLLEGE

Introduction to Computers

Course Design
2016-2017

Course Information

Division Business
Course Number CMP 101
Title Introduction to Computers
Credits 3
Developed by Lydia Mata/Scott Russell
Lecture/Lab Ratio 3 Lecture/0 Lab

Transfer Status

ASU	NAU	UA
Elective Credit	Elective Credit NAU Extended Campuses: ECCL Departmental Elective	Non Transferable

Activity Course No
CIP Code 11.0100
Assessment Mode Pre Post Test (50 Questions/50 Points)
Semester Taught Fall and Spring
GE Category AAS Degree Only
Separate Lab No
Awareness Course No
Intensive Writing Course No

Prerequisites

None

Educational Value

This course is designed to provide students with a general introduction to computers, computer operating systems, word processing, spreadsheet, and presentation software. Students will be completing hands-on assignments and activities using a personal computer in a supportive lab setting.

Description

A first course in computers designed to provide students with a hands-on experience of the personal computer and its uses in society. Basic operating system functions as well as application programs from the current Microsoft Office Suite will be taught including Word, Excel, and PowerPoint. True beginners may want to consider CMP 099, Computers for Beginners, before taking this course.

Supplies

USB Flash Drive or Personal Cloud Drive.

Competencies and Performance Standards

1. Create documents.

Learning objectives

What you will learn as you master the competency:

- a. Create and save a new document.
- b. Edit text.
- c. Select, delete, and format text.
- d. Print a document.
- e. Navigate the Word window.
- f. Add a graphic to a document.
- g. Use the spelling and grammar check.
- h. Preview and print documents, close a document, and close Word.

Performance Standards

Competence will be demonstrated:

- o in the completion of unit assignments
- o by participating in class demonstrations
- o in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- o learner creates and saves a new document
- o learner edits text
- o learner selects, deletes, and formats text
- o learner prints a document
- o learner navigates the Word window
- o learner adds a graphic to a document
- o learner uses the spelling and grammar checker
- o learner previews and prints documents, closes a document, and closes Word

2. Format and organize text.

Learning objectives

What you will learn as you master the competency:

- a. Change document and paragraph layout.
- b. Change and reorganize text.
- c. Create and modify lists.
- d. Insert and format headers and footers.
- e. Insert frequently used text.
- f. Insert and format references.

Performance Standards

Competence will be demonstrated:

- in the completion of unit assignments
- by participating in classroom demonstrations
- in successful completion of final exam

Criteria-Performance will be satisfactory when:

- learner changes document and paragraph layout
- learner changes and reorganizes text
- learner creates and modifies lists
- learner inserts and formats headers and footers
- learner inserts frequently used text
- learner inserts and formats references

3. Use graphics and tables.

Learning objectives

What you will learn as you master the competency:

- a. Insert and format graphics.
- b. Set tab stops.
- c. Insert and modify text boxes and shapes.
- d. Create a table.
- e. Format a table.

Performance Standards

Competence will be demonstrated:

- in the completion of unit assignments
- by participation in class demonstrations
- in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- learner inserts and formats graphics
- learner sets tab stops
- learner inserts and modifies text boxes and shapes
- learner creates a table
- learner formats a table

4. Use special document formats.

Learning objectives

What you will learn as you master the competency:

- a. Collect and paste text and graphics.
- b. Create and format columns.
- c. Use special character and paragraph formatting.
- d. Insert hyperlinks.
- e. Insert a SmartArt graphic.

- f. Preview and save a document as a Web page.

Performance Standards

Competence will be demonstrated:

- o in the completion of unit assignments
- o by participating in class demonstrations
- o in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- o learner collects and pastes text and graphics
- o learner creates and formats columns
- o learner uses special character and paragraph formatting
- o learner inserts hyperlinks
- o learner inserts a SmartArt graphic
- o learner previews and saves a document as a Web page

5. Create a worksheet and chart data.

Learning objectives

What you will learn as you master the competency:

- a. Create, save, and navigate within a worksheet.
- b. Enter and edit data in a worksheet.
- c. Construct and copy formulas, use the sum function, and edit cells.
- d. Format data, cells, and worksheets.
- e. Close and reopen a workbook.
- f. Chart data.
- g. Use page layout view, prepare a worksheet for printing, and close Excel.
- h. Design a worksheet.
- i. Construct formulas for mathematical operations.
- j. Format percentages and move formulas.
- k. Create a pie chart and a chart sheet.
- l. Use the Excel help system.

Performance Standards

Competence will be demonstrated:

- o in the completion of unit assignments
- o by participating in class demonstrations
- o in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- o learner creates, saves, and navigates within a workbook
- o learner enters and edits data in a worksheet
- o learner constructs and copies formulas, uses the sum function, and edits cells
- o learner formats data, cells, and worksheets
- o learner closes and reopens a workbook
- o learner charts data

- learner uses page layout view, prepares a worksheet for printing, and closes Excel
- learner designs a worksheet
- learner constructs formulas for mathematical operations
- learner formats percentages and moves formulas
- learner creates a pie chart and a chart sheet
- learner uses the Excel help system

6. Manage Workbooks and Analyze Data.

Learning objectives

What you will learn as you master the competency:

- a. Create and save a workbook from an existing workbook.
- b. Navigate a workbook and rename worksheets.
- c. Enter dates, clear contents, and clear formats.
- d. Move, copy, and paste cell contents.
- e. Edit and format multiple worksheets at the same time.
- f. Create a summary sheet.
- g. Format and print multiple worksheets in a workbook.
- h. Compare data with a line chart.

Performance Standards

Competence will be demonstrated:

- in the completion of unit assignments
- by participating in class demonstrations
- in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- learner creates and saves a workbook from an existing workbook
- learner navigates a workbook and renames worksheets
- learner enters dates, clears contents, and clears formats
- learner moves, copies, and pastes cell contents
- learner edits and formats multiple worksheets at the same time
- learner creates a summary sheet
- learner formats and prints multiple worksheets in a workbook
- learner compares data with a line chart

7. Use functions and tables.

Learning objectives

What you will learn as you master the competency:

- a. Use SUM, AVERAGE, MEDIAN, MIN, and MAX functions.
- b. Use COUNTIF and IF functions.
- c. Use a Date function.
- d. Freeze panes and create an Excel table.
- e. Format and print a large worksheet.

- f. Use financial functions.
- g. Use Goal Seek.
- h. Create a data table.

Performance Standards

Competence will be demonstrated:

- o in the completion of unit assignments
- o by participating in class demonstrations
- o in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- o learner uses SUM, AVERAGE, MEDIAN, MIN, and MAX functions
- o learner uses COUNTIF and IF functions
- o learner uses a date function
- o learner freezes panes and creates a worksheet table
- o learner formats and prints a large worksheet
- o learner uses financial functions
- o learner uses Goal Seek
- o learner creates a data table

8. Use introductory features in current presentation software to create a presentation.

Learning objectives

What you will learn as you master the competency:

- a. Open, view, and save a presentation.
- b. Edit a presentation.
- c. Format a presentation.
- d. Create headers and footers and print a presentation.
- e. Create a new presentation.
- f. Use slide Sorter view.
- g. Add pictures to a presentation.
- h. Use the Microsoft Help system.

Performance Standards

Competence will be demonstrated:

- o in the completion of unit assignments
- o by participating in class demonstrations/ discussions
- o in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- o learner opens, views, and saves a presentation
- o learner edits a presentation
- o learner formats a presentation
- o learner creates headers and footers and prints a presentation
- o learner creates a new presentation
- o learner uses slide Sorter view

- o learner adds pictures to a presentation
- o learner uses the Microsoft Help system

9. Design a presentation.

Learning objectives

What you will learn as you master the competency:

- a. Format slide elements.
- b. Insert and format pictures and shapes.
- c. Apply slide transitions.
- d. Reorganize presentation text and clear formats.
- e. Create and format a SmartArt graphic.

Performance Standards

Competence will be demonstrated:

- o in the completion of unit assignments
- o by participating in class demonstrations/discussions
- o in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- o learner formats slide elements
- o learner inserts and formats pictures and shapes
- o learner applies slide transitions
- o learner reorganizes presentation text and clears formats
- o learner creates and formats a SmartArt graphic

10. Enhance a presentation with animation, tables, and charts.

Learning objectives

What you will learn as you master the competency:

- a. Customize slide backgrounds and themes.
- b. Animate a slide show.
- c. Create and modify tables.
- d. Create and modify charts.

Performance Standards

Competence will be demonstrated:

- o in the completion of unit assignments
- o by participating in class demonstrations/discussions
- o in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- o learner customizes slide backgrounds and themes
- o learner animates a slide show
- o learner creates and modifies tables
- o learner creates and modifies charts

11. Use tables in a word processor and in a workbook.

Learning objectives

What you will learn as you master the competency:

- a. Plan a table in a word processor.
- b. Enter data and format a table in a word processor.
- c. Create a table in a word processor from workbook data.
- d. Create a worksheet from a word processor table.

Performance Standards

Competence will be demonstrated:

- o in the completion of unit assignments
- o by participating in class demonstrations/discussions
- o in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- o learner plans a table in a word processor
- o learner enters data and formats a table in a word processor
- o learner creates a table in a word processor from worksheet data
- o learner creates an Excel worksheet from a Word table

12. Link data in office documents.

Learning objectives

What you will learn as you master the competency:

- a. Insert and link a workbook object in a word processor.
- b. Revise a linked worksheet and update links in a word processor.
- c. Open a word processor document that includes a linked object and update links.

Performance Standards

Competence will be demonstrated:

- o in the completion of unit assignments
- o by participating in class demonstrations/discussions
- o in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- o learner inserts and links a workbook object in a word processor
- o learner revises a linked worksheet and updates links in a word processor
- o learner opens a word processor document that includes a linked object and updates links

13. Create presentation content from Office documents.

Learning objectives

What you will learn as you master the competency:

- a. Insert a word processor outline into presentation software.
- b. Import workbook data into a presentation software chart.
- c. Insert a hyperlink into a presentation software slide.

Performance Standards

Competence will be demonstrated:

- in the completion of unit assignments
- by participating in class demonstrations/discussions
- in the successful completion of final exam

Criteria-Performance will be satisfactory when:

- learner inserts a Word outline into PowerPoint
- learner imports Excel data into a PowerPoint chart
- learner inserts a hyperlink into a PowerPoint slide

Types of Instruction

Classroom presentation/lecture demonstration

On-hands activities in lab setting

Grading Information

Grading Rationale

The post-test will count as the final exam and be represented as 10% of the overall grade.

Grading Scale

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- Fail less than 60%