**MOHAWK VALLEY COMMUNITY COLLEGE**

**UTICA** **AND ROME, NEW YORK**

**IS101-Computer Apps & Concepts1 Syllabus**

1. **CATALOG DESCRIPTION:**

IS101 Computer Applications & Concepts 1  C-2, P-2, Cr-3

This course provides knowledge of relevant computer skills and a solid foundation in the terminology and concepts of computer technology. Experience is provided with a variety of microcomputer software applications, including word processing, electronic spreadsheets, graphics, file management, and integrated software. Concepts and terms focus on preparing for a technologically oriented society and using the computer as a tool for productivity, research and communication.

1. **STUDENT LEARNING OUTCOMES (lecture):**

The student will:

1. Demonstrate an understanding of evolution of computers and their impact on the workplace and society.

2. Categorize common productivity software applications (ex: Word Processing, Data Base, Spreadsheets).

3. Classify fundamental hardware components (ex: RAM, ROM, Motherboard, Microprocessors) and demonstrate understanding of their impact on microcomputer performance.

4. Categorize hardware and software components of computers and demonstrate understanding of computer networks as communication tools (ex: E-mail, Web Browser, Search Tools, Podcasts, Blogs)

5. Recognize computers as storage devices and demonstrate understanding of basic data organization.

6. Demonstrate understanding of the history and impact of technology on societies.

7.  Demonstrate awareness of operating system functions and basics of systems maintenance

8. Present a slide presentation that they have researched and created.

1. **STUDENT LEARNING OUTCOMES**:  (LAB)

The student will:

1. Demonstrate the ability to use Operating System interface.

2. Use file management techniques to access and save files, create folders, etc.

3. Create, edit and apply a variety of formats to documents using Word Processing Software (Microsoft Word 2019).

4. Demonstrate understanding of how use Spreadsheets (Microsoft Excel 2019) as a problem solving tool (organize data, write formulas, create basic charts).

5. Store and retrieve data, manipulate a database, run queries and reports using database software. (Microsoft Access 2019)

6. Create, edit and apply a variety of formats to slides using Presentation Software (PowerPoint 2019)

7. Demonstrate the ability to integrate files between Office 2019 applications.

The above outline is suggested and may vary by course and instructor.

\* All students are required to create and present a PowerPoint project to the class.