

Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester: Fall 2018

Type of Action:

- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation

Course Alpha and Number: CS 103

Course Title: Introduction to Computers

Reason for initiating, revising, or canceling:

This course guide has been updated to reflect the programs which have this course as a requirement. One section has also been removed from the course outline. Also, the methods of evaluation have been clarified.


Dr. Debra A. Steed

5-31-18

Proposer

Date


Dr. Debra A. Steed

5-31-18

Director, School of Business

Date


Zerlyn A. Taimañao

6/6/18

Acting Dean, Learning and Student Success

Date

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Course Guide

Course: CS103 Introduction to Computers

1. Department

Business

2. Purpose

This course introduces students to basic knowledge in personal computing technology and provides them with skills on using the most commonly used personal computer (PC) application programs. The course covers basics on PC hardware, the Windows operating system, and PC application programs, including a word processing program, a spreadsheet program, a presentation program, a database program, and internet programs. Knowledge and skill obtained from this course will enable students to conduct research on the Internet; do spreadsheet computations; do class presentations; and complete reports and research papers that may be required of them in other college courses. The knowledge and skills will also be useful in the job market after students leave college. This course is required for all students in Business as well as by most of the degree programs in other departments at NMC. This course may also benefit individuals interested in learning how to use office application programs.

3. Description

A. Required/Recommended Textbook(s) and Related Materials

Required:

Poatsy, M., et. al. (2016). *Exploring Microsoft Office 2016*. Prentice Hall

Readability level: Grade 11

Storage device for backup: USB flash drive – 2GB or higher

B. Contact Hours

1. **Lecture:** 3 hours per week / 45 hours per semester

2. **Lab:** None

C. Credits

1. **Number:** 3

2. **Type:** Regular Degree Credits

D. Catalogue Course Description

This course will cover basic knowledge on the PC hardware-including the system unit, local networks and the Internet; provides students with practical skills on using the Windows operating system;

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provides students with practical skills on using commonly used PC application programs, including a word processor, a spreadsheet, a presentation, and a database program. The course will also give students skills on using the Internet for communication and research and introduce them to creating Web pages. This course emphasizes using the PC as a multiple applications tool. Prerequisite: a high school computer course(s) or demonstrated ability to type at 35 words per minute. English placement level: EN 095. (Offered: Fall and spring).

E. Degree or Certificate Requirements Met by Course

This is a required course for the B.S. in Business Management and the B.S. in Business Management with an Accounting Concentration, A.A. degrees in Business, A.A.S. degree with an emphasis in Accounting, Business Management, Hospitality Management, and Computer Applications, and the Certificate of Completion in Business Management, Small Business Management, Hospitality Operations, Gaming Management, and Computer Applications. It is also a General Education required.

F. Course Activities and Design

This course will consist of class lectures, in-class exercises, Homework and research assignments, and, in-class exams and student presentation. Exercises and homework will come from the textbook located in SAM/Cengage/MindTap.

4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)

English Placement Level: EN 095

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the College: Instructor's salary

Cost to the Student: Tuition for a three-credit course, and the cost of the textbook.

Instructional resources needed for this course include, instructional computer lab, multimedia system, whiteboard, dry-erase markers, and appropriate reference materials.

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6. Method of Evaluation

Student learning will be assessed based on quizzes and tests, homework, research assignments, an oral presentation, and a final exam.

NMC's grading and attendance policies will be followed.

7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 Windows: Working with an Operating System
- 2.0 Office 2016 Common Features
- 3.0 Word
 - 3.1 Introduction to Word
 - 3.2 Document Presentation
 - 3.3 Document Productivity
 - 3.4 Collaboration and Research
- 4.0 Excel
 - 4.1 Introduction to Excel
 - 4.2 Formulas and Functions
 - 4.3 Charts
 - 4.4 Datasets and Tables
- 5.0 PowerPoint
 - 5.1 Creating a Basic Presentation
 - 5.2 Presentation Development
 - 5.3 Presentation Design
 - 5.4 Enhancing with Multimedia
- 6.0 Application Capstone Exercises
 - 6.1 Word Application Capstone Exercise
 - 6.2 Excel Application Capstone Exercise
 - 6.3 Access Application Capstone Exercise
 - 6.4 PowerPoint Application Capstone Exercise

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8. Instructional Goals

This course will introduce students to:

- 1.0 The PC system's basic hardware components (input, output, storage devices, memory and the CPU) and PC's software types (operating systems and application programs);
- 2.0 The functions, features and commands of Windows and how to use this operating system;
- 3.0 The Internet and how to communicate on it and utilize its resources;
- 4.0 The word processing program, MS Word, and how to use it to prepare different types of documents;
- 5.0 The spreadsheet program, MS Excel, and how to use it to calculate and summarize numerical data;
- 6.0 The presentation program, MS PowerPoint, and how to use it to communicate ideas, findings and other topics;
- 7.0 The database program, MS Access, and how it is used to track things and generate information and reports; and
- 8.0 Web pages and how to create and edit them using application programs like Word and Excel.

9. Student Learning Outcomes

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

- 1.0 Identify a PC's basic hardware & software components (input, output, and storage devices, memory and the central processing unit); and identify types of PC software (operating systems or application programs);
- 2.0 Utilize Windows to open, run and close application programs, perform file maintenance routines like creating, moving, copying and renaming files and folders, to perform routine system maintenance;

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customize Windows settings and use Windows utilities and accessories;

- 3.0 Demonstrate the use of the Internet to perform searches, read and send email messages, download materials from the Web, or do other activities, like chat, and play music and/or videos;
- 4.0 Utilize MS Word to complete different types of text documents from short letters to enhanced documents with embedded graphic images to long documents, like reports and term papers;
- 5.0 Utilize MS Excel to perform numerical calculation, and analyze summarize data in different forms;
- 6.0 Utilize PowerPoint to communicate ideas, findings, and other topics in an electronic slide presentation format;
- 7.0 Explain the power of MS Access to track and generate information, reports, and create a simple database; and
- 8.0 Create Web pages using Word or Excel as the editor.

10. **Assessment Measures**

Assessment of student learning may include, but not be limited to, the following:

- 1.0 Tests and quizzes;
- 2.0 Peer reviewed case studies;
- 3.0 Homework;
- 4.0 Research assignments;
- 5.0 Oral presentations; and
- 6.0 Final exam.