Course Outcome Guide (COG)

Course:	CSCI 101 Introduction to Computers	Credits:	3	Date Reviewed:	November 4th, 2015
Course Description:	General hardware and software issues such as: terminology, environments. Applications such as: word processing, spreadsheets, databases, Internet usage.				

Concepts and Issues	Process Skills	Assessment Tasks	Intended Outcomes		
			Course	Program	Institutional
•Components of a computer •Internet •Windows •Programs •Files •Word •PowerPoint •Excel •Access	• Describe computer components • Link to the Internet to practice computer skills and to download images • Perform basic tasks in Windows • Starting and using a program • Saving and organizing files • Moving, renaming and deleting files • Creating, formatting, and editing a Word document • Creating a research paper with citations and references • Creating a business letter with a letterhead and table • Creating and editing a presentation with clip art • Enhancing a presentation • Reusing a presentation and adding media • Creating a worksheet and an embedded chart • Using formulas, functions, and formatting in Excel • Using What-If analysis, charting, and working with large worksheets • Designing and creating a database • Querying a database • Maintaining a database	(1) Complete assignments and activities from the textbook that provide the knowledge and skills necessary to achieve a degree of proficiency in computer literacy and computer applications (2) Complete projects to demonstrate a thorough mastery of key performance skills and essential content knowledge (3) Complete exams to measure proficiency of process skills and specific concepts	(1) Demonstrate computers skills using the Internet and Microsoft Office (2) Demonstrate the ability to use a word processing program to create various documents including flyers, research papers, and business letters (exams and assignments) (3) Demonstrate the ability to use spreadsheets, databases, and presentation programs to complete numerous real-world based tasks (exams and assignments)	Students will use reasoning skills to analyze and solve problems.	Students will use reasoning skills to analyze and solve problems.