

4500 Steilacoom Blvd. SW

Lakewood, WA 98499-4098

CAS 115

Intro to Computing

3 Credits

Lecture: 22 hrs. - Lab: 20 hrs. - Total: 42 hrs.

Instructor: Jessica Carey

Office Hours: By Appointment

Email Address: jessica.carey@cptc.edu

Revision Date: April 5, 2018

COURSE DESCRIPTION

Explore personal computer concepts from a user’s perspective. In this introductory course, learn computer terminology; run programs; save, retrieve, and search for files; use help; and perform computer maintenance. Develop basic skills in word processing, Internet, email and PowerPoint.

PREREQUISITES

None

PROGRAM OUTCOMES

This course is part of a program with the following outcomes.

Program Outcome number (#) is to be used in crosswalk within Learning Outcomes table.

 # Program Outcome:

|  | Learn and utilize basic computer terminology. Identify the hardware components of the personal computer. Identify and use desktop functions. Run programs and open and save files.  |
| --- | --- |
|  | Use file management techniques to create rename, delete move, and copy folders and files. Search for files and folders and create shortcuts. Use help. |
|  | Identify types of computer maintenance including virus scanning, disk cleanup, and disk defragmenting. |
|  | Use basic word processing skills to create, edit, and save documents.  |
|  | Use basic PowerPoint skills to create a presentation.  |
|  | Understand the risks from internet usage, email, and using removable device in multiple machines. Utilize programs to scan for computer risks. |
|  | Use search engines and URLs to find information on the internet. Evaluate the credibility of web sites. Understand security and privacy issues. |
|  | Communicate electronically. Open, reply, and forward messages. Attach and open files. |
|  | Understand the legal and ethical use of information and computer resources. |

COLLEGE-WIDE CORE ABILITIES

Core abilities are transferable skills that are essential to an individual’s success, regardless of occupation or community setting. These skills……

* complement specific occupational skills
* broaden one’s ability to function outside a given occupation, and
* connect occupation, personal, and community roles.

Graduates of all Clover Park Technical College programs will be able to demonstrate competency in each of the following CORE ABILITY areas:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Communication |  | Personal/ Professional Responsibility |
|  | Critical Thinking/ Problem Solving |  | Information/Technological Literacy |

These symbols appear in the course syllabus to identify which specific learning objectives relate to the core abilities. Your instructor will provide more detailed explanations of how acquiring these core abilities can help you to successfully achieve your career, educational and personal goals

LEARNING OUTCOMES, PROGRAM OUTCOMES AND CORE ABILITIES

|  |  |
| --- | --- |
| Learning Outcomes: | Core Abilities: |
| Upon completion of this course the learner will be able to: |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Learn and utilize basic computer terminology. Identify the hardware components of the personal computer. Identify and use desktop functions. Run programs and open and save files  |  |  |  | X |
|  | Use file management techniques to create rename, delete move, and copy folders and files. Search for files and folders and create shortcuts. |  |  |  | X |
|  | Identify types of computer maintenance including virus scanning, disk cleanup, and disk defragmenting.  |  |  |  | X |
|  | Use basic word processing skills to create, edit, and save documents. |  |  |  | X |
|  | Use basic PowerPoint skills to create a presentation.  |  |  |  | X |
|  | Understand the risks from internet usage, email, and using removable device in multiple machines. Utilize programs to scan for computer risks.  |  | X | X | X |
|  | Use search engines and URLs to find information on the internet. Evaluate the credibility of web sites. Understand security and privacy issues. |  | X |  | X |
|  | Communicate electronically. Open, reply, and forward messages. Attach and open files. | X |  |  | X |
|  | Understand the legal and ethical use of information and computer resources. |  |  | X |  |

ASSESSMENT OF OUTCOMES

Outcomes will be assessed through assignments, quizzes, online discussions, and projects.

SCHEDULE AND ASSIGNMENTS

The schedule will be posted in the Canvas class site and is subject to change.

GRADING SCALE

|  |  |  |
| --- | --- | --- |
| PERCENTAGE | GRADE POINT | GRADE |
| 93-100 | 4.0 | A |
| 90-92 | 3.8 | A- |
| 88-89 | 3.3 | B+ |
| 83-87 | 3.0 | B |
| 80-82 | 2.7 | B- |
| 78-79 | 2.3 | C+ |
| 73-77 | 2.0 | C |
| 70-72 | 1.7 | C- |
| 66 -69 | 1.0 | D |
| 65 and below | 0.0 | F |

TEXT, REFERENCES, LEARNING MATERIALS

Handouts may be provided during the quarter in the classroom. Demonstrations and lectures will be provided during class times. Learning material, assignments, and quizzes will be included in Canvas, the college’s online learning management system.

POLICIES AND PROCEDURES

College Policies:

The college policies can be found in the student handbook as well as the College Catalog. Both documents are available on the Colleges Website. http://www.cptc.edu

Catalog: http://catalog.cptc.edu/ Student Handbook: 2016-2017 Handbook

OTHER INFORMATION

Disability Statement:
CPTC values diversity and inclusion; we are committed to fostering mutual respect and full participation for all students. My goal is to create a learning environment that is equitable, useable, inclusive, and welcoming.

In order to ensure that the accommodations provided are reasonable and appropriate, all disability-related accommodation requests are processed through our Disability Resources for Student (DRS) Office.  If you have, or think you may have, a disability that may affect your work in this class and feel you need accommodations, contact the Disability Resource Coordinator to schedule an appointment and initiate a conversation about reasonable accommodations.  The DRS Office is located in Bldg. 17, Room 150, 253-589-5676, disabilityresources@cptc.edu, <http://www.cptc.edu/disability>.

If you have already documented a disability or other condition through the CPTC DRS Office, qualified for services and would like to receive accommodations in my class, please contact DRS and request that your Letter of Accommodations be sent to me so that I will know which accommodations are necessary to support you while in my class.

Library/Resource Center: Building 15, 253-589-5544, Computer Lab: 253-589-5820,  [**Library Services**](http://www.cptc.edu/library/library-services), <http://www.cptc.edu/library/library-services>

Student Code of Conduct:  [**Code of Conduct**](http://www.cptc.edu/conduct-code), <http://www.cptc.edu/conduct-code>

Veterans Resource Center:  Building 2, Room 109, 253-589-5966, [**Veterans Resource Center**](http://www.cptc.edu/vrc), <http://www.cptc.edu/vrc>