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## SECTION HEADING

### CSCI 1102: Computer Applications I

#### Description

Computer Applications I introduces the student to basic computer concepts and basic hardware and software. Topics include: word processing, spreadsheets, databases, presentations and graphics, document integration, email best practices, introduction to programming, use of computers in the business world, cybersecurity, and computers and their impact on society as a whole.

#### Credits

3

#### Topics to be Covered

1. To gain understanding on how to create and use word processing documents, spreadsheets, databases, and presentations in home and business settings.
2. Understand the basic hardware and software used in Windows computers.
3. To Discuss cybersecurity with the Internet and email.
4. To illustrate how to integrate between applications to create reports and presentations.

#### Learning Outcomes

1. Understand the basic hardware (input, output, and storage) components and software (operating and application) used in the Windows and Internet environment
2. Apply efficient use of computer system and operating and application software
3. Apply the ability to organize files by creating folders and managing (copy, move, rename, and delete) files
4. Understand computer security and safety, ethics, and privacy concerns related to technology
5. Understand how to access the Internet for relevant information
6. Apply proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, personal, and professional purposes.
7. Apply word processing, spreadsheet, database, and presentation software to solve business problems.
8. Apply e-mail software for professional, effective communication.
9. Apply the ability to create, design, and maintain databases by creating tables, queries, reports, and forms while following professional design standards.
10. Apply the ability to create, format, analyze, save, and print spreadsheets while following professional design standards.
11. Apply the ability to create, format, save, and print word processing documents while following professional design standards.
12. Apply the ability to create, format, save, and print presentations while following professional design standards
13. Apply the ability to create an executable file with a designated programming language.
14. Apply the ability to integrate files between applications to create professional looking documents or presentations.

#### Credit Details

Lecture: 3

Lab: 0

OJT: 0