CLOUD COUNTY COMMUNITY COLLEGE

Our Mission: Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

**GENERAL INFORMATION**

**Course Number and Title:** CS 108 Computer Applications

**Term and Year:**Academic Year 2022-2023

**Credit Hours**: 3

**Course Description**: An introductory computer course designed for individuals to become familiar with computers and their operations. An integrated software program will be used to apply this knowledge in word processing, database, and electronic spreadsheet technology for both home and business use.

**Prerequisites**: None

****Division:**** Humanities, Social Sciences, and Business
**Department**: Business

**STUDENT LEARNING OUTCOMES AND ASSESSMENT**

**Course Learning Outcomes**

For this course, students are expected to demonstrate the skills associated with the course learning goals as described by the student learning outcomes below:

1. 1. Identify the specifications and configurations of computer hardware
2. Identify the role of an operating system
3. Use the Internet to find information and determine its credibility
4. Use word processing software to create, edit, and produce professional documents
5. Create spreadsheets and charts for problem-solving
6. Utilize a database
7. Use presentation software to create, edit, and produce professional presentations
8. Identify the ethical and social standards of conduct regarding the use of information and technology
9. Identify security threats and solutions

The learning outcomes detailed in this syllabus meet or exceed the learning outcomes specified by the Kansas Core Outcomes Project for this course as sanctioned by the Kansas Board of Regents to ensure transfer between Kansas colleges and universities. Systemwide Transfer (SWT) Code: CSC1010

In class, students are assessed on the mastery of these outcomes using the learning management system. Student names will not be used when reporting results. Outcomes-based assessment is used to improve the instructional planning, design, and quality of student learning throughout the college

**Program Learning Outcomes**

For this course, students are expected to demonstrate the skills associated with the program learning goals as described below:

BE\_PLO1. Demonstrate business literacy

BE\_PLO2. Demonstrate to think critically about business topics.

BE\_PLO3. Demonstrate the ability to function in a business environment.

In class, students are assessed on the mastery of these outcomes using the learning management system. Student names will not be used when reporting results. Program accomplishment is partially measured through performance on program outcomes. Outcomes-based assessment of program learning outcomes is used to improve and enhance the programs throughout the college.

**Institutional Learning Outcomes**

For this course, students are expected to demonstrate the skills associated with the college wide learning outcomes as described below.

*Ethics*

ILO\_Et1. Practice professional standards within legal, ethical, and regulatory frameworks.

In class, students are assessed on the mastery of these outcomes. Student names will not be used when reporting results. Outcomes-based assessment of the institutional learning outcomes is used to ensure we are meeting the mission of the college, following the guiding values and enhance instructional planning, design, and quality of student learning throughout the college.