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Bossier Parish Community College
Master Syllabus

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Course Prefix and Number: CTEC 100 **Credit Hours:** 3-3-0

Course Title: Computer Concepts

Course Prerequisites: None

Textbook(s): Office 365 Intro, 1st. Nordell, 2023. McGraw-Hill. ISBN: 9781264637874

Course Description: An introduction to computer and online concepts. Students will use a variety of applications including, but not limited to, word processing, spreadsheets, databases, presentation software, and email.

Learning Outcomes:
At the end of this course, the student will:
   A. identify computer hardware, system software and file management concepts;
   B. apply online etiquette, safety, and security;
   C. demonstrate use of word processing software;
   D. demonstrate use of spreadsheet software;
   E. demonstrate use of presentation software;
   F. demonstrate use of database software; and
   G. demonstrate use of email software.

To achieve the learning outcomes, the student will or will be able to:
(The letter designations at the end of each statement refer to the learning outcome(s).)
   1. identify the basic features of hardware and software (A);
   2. perform the basic methods of navigating and manipulating files (A);
   3. recognize risks and responsibilities of using online applications (B);
   4. appropriately evaluate and use sources of online information (B);
   5. perform general tasks in a word processing program (C);
   6. format a word processing document (C);
   7. perform general tasks in a spreadsheet program (D);
   8. enter simple formulas in a spreadsheet (D);
   9. perform general tasks in a presentation program (E);
   10. design and format presentation slides; (E);
   11. perform general tasks in a database program (F);
   12. use database tables, queries, forms and reports (F);
   13. perform general tasks in an email program (G); and
   14. format and send email messages (G).

Course Requirements:
- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device), Microsoft Office, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning

Commons located in the BPCC Library.
- Students are required to use BPCC's LMS and are encouraged to use the BPCC Library to research topics and employment opportunities.

Course Grading Scale:
- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 – 59

Attendance Policy:
Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for Attendance Policy.

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams and/or clinical fees.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

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