

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: CTEC 100

Credit Hours: 3-3-0

Course Title: Computer Concepts

Course Prerequisites: None

Textbook(s): Microsoft Office 365 and Office 2019: Introductory, 1st edition, by Cable, Freund, Monk, Sebok, Starks, and Vermaat; Course Technology, 2020. (A digital copy of the textbook is provided in SAM and can only be accessed online.) ISBN: 9780357397107. A printed textbook is not required.

Course Description: The course covers an introduction to word processing, electronic spreadsheets, presentation software, and e-mail.

Learning Outcomes:

At the end of this course, the student will:

- A. create and edit simple word processing documents;
- B. create and edit simple spreadsheets;
- C. create and edit simple presentations; and
- D. create and edit simple e-mail messages.

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. reproduce a document using a word processing program (A);
2. perform formatting on a text document (A);
3. calculate solutions for mathematical problems using spreadsheet software (B);
4. use a spreadsheet to create a chart (B);
5. arrange parts of a presentation (C);
6. choose a design template for a presentation; (C);
7. attach a file to an outgoing e-mail message (D); and
8. organize e-mail messages in folders (D).

Course Requirements:

1. Achieve a course average of 70% or above.
2. Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).
3. Students must have access to a Windows computer, Microsoft Office 2016, 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.

Course Grading Scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

Attendance Policy: The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

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.

COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

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Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

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Phone: 318-678-6056

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