

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: CTEC 099

Credit Hours: 3-3-0

Course Title: Intro to Basic Computer Skills

Course Prerequisites: None

Textbook(s): None.

Course Description: This course provides the framework for using personal computers in school and business, and it is designed for students with no formal computer training. Students will be introduced to basic computer skills including: keyboarding, file management, Internet usage, emailing, and netiquette.

Learning Outcomes:

At the end of this course, the student will:

- A. demonstrate keyboarding competency;
- B. demonstrate basic file management competency;
- C. work within the operating system to perform common tasks; and
- D. demonstrate Internet competency through downloading and uploading files.

To achieve the learning outcomes, the student will or will not be able to:

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. demonstrate a proficiency in keyboarding skills (A);
2. create a folder, save a file, change a file name, locate a file (B);
3. demonstrate the ability to turn on the computer, log on, launch an application, exit an application, and log off the system (C);
4. demonstrate the ability to access the Internet to: check student email, check grades on Canvas, attach files in Canvas, view semester schedules through LOLA, and download/upload files (D).

Course Requirements:

1. Achieve a course average of 70% or above.
2. Each student is expected to attend classes 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

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: acao@bpcc.edu

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.