

# COLLEGEWIDE COURSE OUTLINE OF RECORD

## TEC 104, COMPUTER FUNDAMENTALS FOR TECHNOLOGY

COURSE TITLE: Computer Fundamentals for Technology

COURSE NUMBER: TEC 104

PREREQUISITE: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in MAT 050, Basic Algebra

DIVISION: Technology Division

PROGRAMS: Technology Programs

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 2 Lab: 2

DATE OF LAST REVISION: Fall, 2003

EFFECTIVE DATE OF THIS REVISION: Fall, 2004

COURSE DESCRIPTION: Provides an introduction to microcomputer hardware, applications and software. Emphasis is placed on computer literacy, the Windows operating system, computer programming and industrial orientation. Commonly used microcomputer applications are surveyed.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Describe the hardware components of a typical microcomputer.
2. Demonstrate the ability to use an operating system to format floppy disks, copy files, delete files, start and terminate application software.
3. Create a document and perform basic editing functions using word processing software.
4. Create a spreadsheet, perform basic editing functions, and create graphs using spreadsheet software.
5. Describe the broader uses of computers in industry, commerce, and personal applications
6. Demonstrate the ability to use the internet for research..
7. Develop an algorithm and flowchart outlining the solution to a given problem.
8. Develop and write a structured program using looping techniques.
9. Develop and write a structured program using "decision making" instructions.
10. Test and debug a given program.

COURSE CONTENT: Topical areas of study include -

Computer history	POST test
Computer hardware components	Internet usage
Create graphs	Create documents
Arrays	Format documents
Flowcharting	Create spreadsheets
Editing programs	Develop programs
Formatting disks	Write programs

Operating systems  
Create folders  
Subroutines

Copy files  
Delete files  
Decision making

#### ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

#### ADA STATEMENT:

Ivy Tech State College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.