CBUS 2203 and Computer Applications

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Course Number and Title:
From the statewide common course information.

Course Brief Description:
From the statewide common course information. Include credit hours. You can also elaborate on the course structure – for example, if you use modules and the number of modules.

Students in this course will develop and apply skills for use of computers in processing information including a survey of operating systems and typical software packages available for personal computers—focusing on word processing, spreadsheets, presentation software, and database processing techniques. In Moodle, there are 14 modules covering content areas of operating systems, word processing software, presentation software, spreadsheet software, and database software.

Prerequisite Knowledge:
No prerequisite is required for the course.

Course Goals:
At the end of this course, students will be able to:

1: Apply knowledge of information and operating system fundamentals

2: Apply knowledge of word processing software

3: Apply knowledge of presentation software

4. Apply knowledge of spreadsheet software

5: Apply knowledge of database software

Course Materials:
List required and recommended course materials.

Ebook: For the Pressbooks resource, include the title, author, and link.
Computer Applications: Pressbooks - https://louis.pressbooks.pub/computerapplications/
Computer software: Microsoft Office suite or LibreOffice (instructor modifies as necessary)

Instructor Contact Information: [*Keep as a placeholder for future adopters]*
Instructor:

- Name:
- Email:
- Phone:
- Office:
- Office Hours:
- Communication policy:

Course Schedule:

In this schedule, you will list the topics and the corresponding course materials (chapters, videos, etc.) covered in sequence. This schedule demonstrates how you would organize your course around open materials and should be reflective of your course description, goals, and student learning outcomes.

The typical academic semester is ~15 weeks, so this template is using 15 modules. Use this to outline the topics you would cover on a module (or weekly or other scale) basis and the corresponding readings/resources that support that content. Add/remove rows as needed. The table is designed so the top row repeats if the table spreads to a new. Instructors can modify this schedule as needed and add dates if preferred. Delete these instructions with your own explanation of the table for students.

Module	Topics and Concepts List and describe as necessary the topics and concepts covered in each module.	Corresponding Course Materials Where relevant, indicate if the resource is a chapter(s) or section(s) of a larger resource.
1	Computers and Operating Systems 1 - Hardware	Pressbooks Computer Applications, Operating Systems chapter
2	Computers and Operating Systems 2 - Software	Pressbooks Computer Applications, Operating Systems chapter
3	Computers and Operating Systems 3 - Security	Pressbooks Computer Applications, Operating Systems chapter
4	Processing Software 1: Concepts	Pressbooks Computer Applications, Word Processing chapter
5	Processing Software 2: Formatting and Editing Techniques	Pressbooks Computer Applications, Word Processing chapter
6	Processing Software 3: Inserting	Pressbooks Computer Applications, Word Processing chapter
7	Processing Software 4: Other Features	Pressbooks Computer Applications, Word Processing chapter
8	Presentations 1: Creating and Editing	Pressbooks Computer Applications, Presentation Software chapter
9	Presentations 2: Enhance	Pressbooks Computer Applications, Presentation Software chapter
10	Presentations 3: Add Media and Animation	Pressbooks Computer Applications, Presentation Software chapter

Module	Topics and Concepts List and describe as necessary the topics and concepts covered in each module.	Corresponding Course Materials Where relevant, indicate if the resource is a chapter(s) or section(s) of a larger resource.
11	Spreadsheets	Pressbooks Computer Applications, Spreadsheets chapter
12	Database Software 1: Database Objects	Pressbooks Computer Applications, Database Software 1: An Intro to Databases chapter
13	Database Software 2: Querying a Database	Pressbooks Computer Applications, Database Software 2: Database Objects and Querying a Database chapter
14	Database Software 3: Creating Reports and Forms	Pressbooks Computer Applications, Database Software 3: Creating Reports and Forms

Course Policies: *[outline these as best as you can in terms of what is required for this course]*

- **Technology Requirements**
  Internet access, laptop or desktop computer, software listed in Course Materials
- **Computer Skills**
  Familiarity with software packages (Microsoft Office, Libre Office)
- **Evaluation**
  There is a project at the end of each module to assess the content objectives:
    - Operating systems: TBD
    - Word processing software: evaluated on documents created (letter, newsletter, flier, resume & essay)
    - Presentation software: TBD
    - Spreadsheet software: TBD
    - Database software: evaluated on application of skills used to complete database projects (MS Access Project 1: Creating Database Objects, MS Access Project 2: Querying a Database, MS Access Project 3: Reports and Forms)

  Note the role of the H5P content in Pressbooks: this for self-practice.

- **Grading Policy** *[Keep as a placeholder for future adopters]*
  Update with your grading scale and late work policy, if applicable.

University Policies and Support: *[Keep as a placeholder for future adopters]*

- **Code of Conduct**
- **Online Etiquette**
- **Academic Integrity**
- **Diversity Statement**

- **Accessibility and Disability Services**
- **Technology Support**
- **Academic Support Services**