



MASTER COURSE OUTLINE

Prepared By: Dick Wynder

Date: January 2016

COURSE TITLE

Automotive Personal Computer Applications

GENERAL COURSE INFORMATION

Dept.: AUT

Course Num: 105

(Formerly:)

CIP Code: 11.0301

Intent Code: 22

Program Code: 712

Credits: 2

Total Contact Hrs Per Qtr.: 33

Lecture Hrs: 11

Lab Hrs: 22

Other Hrs:

Distribution Designation:

COURSE DESCRIPTION (as it will appear in the catalog)

An introductory course covering the operation of personal computers using automotive applications. Hardware components, Windows operating system, word processing, spreadsheets, and student created presentations will be covered emphasizing "hands-on" experience.

PREREQUISITES

Concurrent enrollment in automotive program classes

TEXTBOOK GUIDELINES

Instructor developed lectures, demonstrations, handouts, assignments and tests

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Describe the operation and purpose of hardware components of a personal computer system
2. Manage basic computer operations using Windows Operating Systems
3. Use Microsoft Outlook for email communication, calendaring, and document transfer
4. Perform basic word processing operations using the current Microsoft Word Processing program
5. Use PowerPoint to build a basic presentation
6. Use Excel to create simple spreadsheets including formulae
7. Perform Internet operations including the use of web browser products, using search engines, on-line downloading of information or software, and email operations.

INSTITUTIONAL OUTCOMES

COURSE CONTENT OUTLINE

1. Computer Hardware—Description and Operation
 - a. CPU
 - b. Monitors
 - c. Keyboards
 - d. ROM BIOS
 - e. RAM

- f. Mass Storage Devices
 - g. Modems
 - h. Video Upgrades
 - i. Printers
2. Windows Operating System
- a. Function of the Operating System
 - b. The Windows Desktop
 - c. Using the mouse
 - d. Open, move, resize, minimize, maximize and close windows
 - e. Managing files, folders and disks
 - f. Changing settings using Control Panel
3. Basic communication skills using Outlook
- a. Simple text transfer communication
 - b. Receive and send attachments including Word, Excel, PowerPoint, and PDF
 - c. Receive and accept calendared information
4. Basic Word Processing using current Microsoft Word Processing program.
- a. Creating, entering, and editing a document
 - b. Opening, closing, saving and printing a document
 - c. Format text, paragraphs, and pages using toolbar options
 - d. Using spell check, thesaurus, and word count tools
5. Internet Basics
- a. Understanding the Internet
 - b. Internet Terms and vocabulary
 - c. Selecting an Internet Provider
 - d. Using Web Browsers
 - e. Performing Web Searches
 - f. Downloading upgrades and plug-ins from the Web
6. PowerPoint
- a. Create a presentation
 - b. Use of animations
 - c. Add picture and text
 - d. Use of backgrounds
7. Excel
- a. Develop a spreadsheet
 - b. Add interactive formulas to cells
 - c. Complete a business assignment

DEPARTMENTAL GUIDELINES *(optional)*

DIVISION CHAIR APPROVAL

DATE