8/16/2022 DATE

☑ REQUIRED COURSE
☐ ELECTIVE COURSE

Business DIVISION

☐ NEW COURSE
☑ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	COS-061			**TITLE:** *(30 Characters Max)*				Computer Applications for Cosmetology					
SEM CR HRS:	3	**Lecture:**		3		**Lab:**	0					**ECH:**	3
Course Level:	☐ Gen Ed / IAI ☐ Baccalaureate /Non-IAI	☑ Career/Technical ☐ Dev Ed/ Not in Degree Audit		**Clinical Practicum:**	0	**Work-Based Learning:**	0	**WBL ECH:**	0				
COURSE PCS #	16- 12. 0401			**IAI Code**						**Contact Hours Per Week**			
Repeatable (Y/N):	N	**Pass/Fail (Y/N):**	N	**Variable Credit (Y/N):**	N	**Min:**		**Max:**		**16 Wks**	150	**8 Wks**	300
Prerequisites:													
Catalog Description: (40 Word Limit)	Provides an opportunity for the student to work with various types of software on the PC. These learning activities include MS Windows, word processing, spreadsheet design, presentation, and cosmetology specific software.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-Based Learning
File Management	4			
Email Communication	4			
Word Processing – Creating Documents, Editing Documents, Formatting Text and Paragraphs, and	11			
Spreadsheet – Understanding Spreadsheets, Working with Formulas and Functions, Formatting a Worksheet, Working with Charts	11			
Presentation – Creating a Presentation, Modifying a Presentation, Inserting Objects into a Presentation, Finishing a Presentation	11			
Cosmetology Specific Software	4			
TOTAL	45	0	0	0

EVALUATION							
QUIZZES	☐	**EXAMS**	☑	**ORAL PRES**	☐	**PAPERS**	☐
LAB WORK	☐	**PROJECTS**	☑	**COMP FINAL**	☑	**OTHER**	☐

COURSE MATERIALS		
TITLE:	E-book Illustrated Series Microsoft 365 + Office 2021	
AUTHOR:	Beskeen, Cram, Duffy, Friedrichson, and Reding	
PUBLISHER:	Cengage	
VOLUME/EDITION/URL:	2022	
COPYRIGHT DATE:	MindTap Software	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
File Management	4	1. Navigate desktop. 2. Work with and manage windows. Use buttons, menus, and dialog boxes. 3. Understand files and folders. 4. Open, edit, save, copy, move, rename, search, delete, and restore files.
Email Communication	4	1. Create, send and forward emails. 2. Receive and reply to emails. 3. Employ good email practices.

Word Processing	11	1. Start and save a document. Select text. Navigate a document. 2. Use cut, copy, paste, find, and replace features. Check spelling and grammar. Add hyperlinks. 3. Use format painter. Change line and paragraph spacing. Align paragraphs. Work with tabs and indents. Add bullets, numbering, borders, and shading. 4. Set margins. Create sections and columns. Insert page breaks, page numbers, tables, and citations. Add headers, footers, footnotes, and endnotes.
Spreadsheet	11	1. Understand formulas and what-if analysis. Enter labels and values. Enter and edit simple formulas. Switch worksheet views. Choose print options. 2. Create a complex formula. Insert and type a function. Understand and copy relative and absolute cell references. Round a value with a function. 3. Format values. Change font, font size, and alignment. Adjust column width. Insert and delete rows and columns. Apply colors, patterns, borders, and conditional formatting. Rename and move worksheet. 4. Plan, create, move, and resize chart. Change chart design and format. Annotate and chart. Create a pie chart.
Presentation	11	1. Plan a presentation. Enter slide text. Add on new slide. Apply a design theme. Print presentation. 2. Format text. Convert text to SmartArt. Insert, modify, rearrange, edit, and duplicate shapes. Align and group objects. Add slide footnotes. 3. Insert text from MS Word, a picture, a text box, a chart, slides from other presentations, a table, and WordArt. Enter and edit chart data. 4. Modify masters. Customize background and theme. Use Slide Show commons. Set slide transitions and timings. Animate objects.
Cosmetology Specific Software	4	1. Gain knowledge about available cosmetology-specific software. 2. Schedule appointments with cosmetology-specific software.
Insert New Line Above this Line		
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	• Understand file management and email communication.
	• Create and modify a word processing document.
	• Create and modify a spreadsheet.
	• Create and modify a presentation.
	• Schedule appointments utilizing cosmetology-specific software.

** Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.*