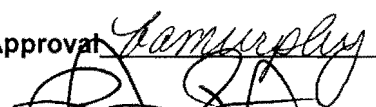


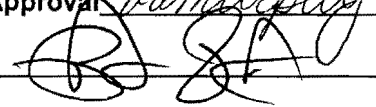
COUNTY COLLEGE OF MORRIS

Course Information Outline

Course Title Introduction to Data Processing PREFIX&NUMBER CMP 110

Lecture Hours 3 Laboratory Hours 0 Credit Hours 3 Course Fee \$40

Department Chairperson Approval  Date 10/9/12

Division Dean Approval  Date 10/15/12

General Education Information:

Categories:

- | | | | |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> Communications | <input type="checkbox"/> History | <input type="checkbox"/> Humanities | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Science | <input type="checkbox"/> Social Science | <input checked="" type="checkbox"/> Technological Competency | |
| <input type="checkbox"/> Diversity (check if course also meets diversity category) | | | |

Integrated Goals: (check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Ethical Reasoning and Action | <input checked="" type="checkbox"/> Information Literacy |
|--|--|

1. **Catalog Course Description**

No credit earned if CMP 101, CMP 126, CMP 203, or BUS 119 has already been taken.

Topics in this general education course include computer hardware and software concepts, application and system software, the Internet and World Wide Web, data communications and the social impact of computers. Problem solving using software application packages will be implemented.

2. **Prerequisite(s)**

None

3. **Co-requisite(s)**

None

4. **Textbooks**

Introductory book for computer and information technologies; Basic book for MS Office

5. **Supplementary Books and/or Materials**

Discrete media for project storage – flash drive

6. **Specialized equipment, supplies, facilities, for classes limited by enrollment or restricted by accreditation and/or equipment limitations.** (Information will be used to determine differential funding category.)

7. **Course Content (List of Topics)**

Topics include:

- Computer Fluency
- Computer Hardware
- Internet Basics and Web Resources
- Application Software
- System Software and File Management

- Understanding and Assessing Hardware
- Creating documents with MS Word
- Formatting and Organizing Text
- Using Graphics and Tables
- Creating a Worksheet and Charting Data
- Managing Workbooks and Analyzing Data
- Getting Started with Access Databases and Tables
- Sort and Query a Database
- Getting Started with PowerPoint
- Creating a Presentation

8. Statement of Course LEARNING OUTCOMES

Upon completion of this course, students will:

- define and categorize computers, understand Internet basics, and know types of software and their uses as demonstrated through successful completion of assignments, projects, and examinations.
- use HTML, compare operating systems, and use applications software as demonstrated through successful completion of assignments, projects, and examinations.
- understand licenses and copyrights, computer memory, computer file basics, IP addresses and domain names, and different types of connections to the Internet as demonstrated through successful completion of assignments, projects, and examinations.
- demonstrate critical thinking and decision-making skill through successful completion of assignments, projects, and examinations.

9. Statement of Relation to Curriculum(s)

This course is not for Information Technologies majors. It is a required course in the #2950 Criminal Justice major and serves as an Information Technology or Free elective in other programs.

10. Format for offering the course (check all that apply)

☒ Traditional ☒ On-Line ☒ Hybrid

Integrated Goal by General Education Course
Institution: County College of Morris
Course Prefix/Number: CMP 110
Course Title: Introduction to Data Processing

Integrated Goal(s)

ETHICAL REASONING AND ACTION

Integrated Goal(s) Learning Outcome(s) as stated in course syllabus: Students will understand ethical issues and situations.

Learning Objectives: Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or perspective; Students will take a position on an ethical issue or situation and defend it.

Learning Outcomes:

Upon completion of this course, students will:

- define and categorize computers, understand Internet basics, and know types of software and their uses as demonstrated through successful completion of assignments, projects, and examinations.
- use HTML, compare operating systems, and use applications software as demonstrated through successful completion of assignments, projects, and examinations.
- understand licenses and copyrights, computer memory, computer file basics, IP addresses and domain names, and different types of connections to the Internet as demonstrated through successful completion of assignments, projects, and examinations.
- demonstrate critical thinking and decision-making skill through successful completion of assignments, projects, and examinations.

Integrated Goal by General Education Course

Institution: County College of Morris—Department of Information Technologies

Course Prefix/Number: CMP110

Course Title: Introduction to Data Processing

Integrated Goal(s)

Information Literacy Only

Integrated Goal(s) Learning Outcome(s) as stated in course syllabus:

This course requires students to search for data based on specific criteria, to evaluate the data collected, to select the best and appropriate data from that collected, and to utilize the selected data in the completion of projects, assignments, or quizzes/examinations.

Learning Outcomes:

- define and categorize computers, understand Internet basics, and know types of software and their uses as demonstrated through successful completion of assignments, projects, and examinations.
- use HTML, compare operating systems, and use applications software as demonstrated through successful completion of assignments, projects, and examinations.
- understand licenses and copyrights, computer memory, computer file basics, IP addresses and domain names, and different types of connections to the Internet as demonstrated through successful completion of assignments, projects, and examinations.
- demonstrate critical thinking and decision-making skill through successful completion of assignments, projects, and examinations.