RARITAN VALLEY COMMUNITY COLLEGE
ACADEMIC COURSE OUTLINE

COMP 102 COMPUTER LITERACY

I. Basic Course Information

A. Course Number and Title: COMP 102 Computer Literacy

B. New or Modified Course: Modified

C. Date of Proposal: Semester: Fall   Year: 2018

D. Effective Term: Spring 2020

E. Sponsoring Department: Business and Public Service

F. Semester Credit Hours: 3

G. Weekly Contact Hours: Lecture: 2
                                  Laboratory: 2
                                  Out of class student work per week: 5

H. Prerequisites: MATH 015 Basic Mathematics and ENGL 050 Intro to College
Reading & Composition I, or appropriate score on the placement test.

I. Laboratory Fees: Yes

J. Name and Telephone Number or E-Mail Address of Department Chair and Divisional
Dean at time of approval:
Anne Marie Anderson, Business Department Chair, annemarie.anderson@raritanval.edu
Terence Lynn, Dean Business, HSE & Library, Terence.Lynn@raritanval.edu

II. Catalog Description

*Prerequisites: MATH 015 Basic Mathematics and ENGL 050 Intro to College Reading &
Composition I, or appropriate score on the placement test.* This introductory course
focuses on how productivity software (word processing, spreadsheet, and presentation)
can be used efficiently and effectively to gather, analyze, organize, and present
information. The social, ethical, and privacy related aspects of computing are also
deliberated. Students will learn how to develop effective online research techniques and
develop the skills required to successfully purchase a personal computer.

This course may not be used as a free elective in any Computer Science related program.

III. Statement of Course Need

A. The skills acquired in this course will be valuable throughout a student's college career due to its emphasis on using word processing tools to type and format a research paper as well as how to utilize multimedia software to enhance an oral presentation.

B. This course has a Lab Component. Students are required to use Microsoft Office (Microsoft Word, Microsoft Excel, and Microsoft PowerPoint) to create documents, spreadsheets, and presentations. The computers must have Internet access with a browser for access to the course shell and also to complete web-based research on varying technology related topics.

C. This course generally transfers as a Computer Elective and a Technological Competency requirement.

IV. Place of Course in College Curriculum

A. Free Elective (except in Computer Science AS and Information Systems & Technology AS)
B. Meets General Education Technological Competency Requirement
C. This course meets a program requirement for:
    a. Accounting Information Systems, Associate of Applied Science
    b. Accounting, Associate of Applied Science
    c. Bookkeeping, Certificate
    d. Business Administration-Overview of Options, Associate of Science
    e. Business Management-Overview of Options, Associate of Applied Science
    f. Computer Support, Certificate
    g. Computer Support, Certificate of Completion
    h. Criminal Justice, Associate of Arts
    i. Education: P-12, Associate of Arts
    j. Electric Utility Technology, Associate of Applied Science
    k. Event Planning/Meeting Management, Certificate
    l. Exercise Science-Option in Sports Management, Associate of Science
    m. Exercise Science, Associate of Science
    n. Financial Services Option in Business Management, Associate of Applied Science
    o. Food and Beverage Management, Certificate
    p. General Business Option in Business Administration, Associate of Science
    q. General Business Option in Business Management, Associate of Applied Science
    r. Health Information Technology – Medical Coding, Certificate
    s. Health Information Technology, Associate of Applied Science
    t. Health Science, Associate of Science
    u. Human Services, Associate of Applied Science

v. Human Services, Certificate
w. International Business Option in Business Administration, Associate of Science
x. International Business Option in Business Management, Associate of Applied Science
y. Management Information Systems Option in Business Administration, Associate of Science
z. Marketing Option in Business Management, Associate of Applied Science
aa. Marketing Option in Business Administration, Associate of Science
bb. Music, Associate of Arts Degree in Liberal Arts
cc. Paralegal Studies, Associate of Applied Science Degree
dd. Psychosocial Rehabilitation and Treatment, Associate of Science Degree, Joint Degree Program with Rutgers, The State University of New Jersey
ee. Supply Chain Management Option in Business Administration, Associate of Science
ff. Supply Chain Management Option in Business Management, Associate of Applied Science
gg. Tax Preparer, Certificate of Completion
hh. Technical Studies, Associate of Applied Science

D. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

A. Computer Concepts
   1. What is a Computer?
   2. File management
   3. Hardware
   4. System Software
   5. Digital Devices and Multimedia
   6. Utilizing the Internet
   7. The Social Web
   8. Security and Privacy
B. Microsoft PowerPoint
   1. Formatting Numbered and Bulleted Lists
   2. Inserting and Formatting:
      a. Pictures
      b. Video
      c. Word Art
      d. Smart Art
      e. Text Boxes
      f. Shapes
      g. Charts
   3. Customizing Slide Backgrounds and Themes
   4. Modifying Slide Masters

     5. Creating Templates
     6. Creating Custom Slide Shows
     7. Adding Links to Presentations
  C. Microsoft Word
     1. Adding and Modifying a Table
     2. Utilizing a Template to Create a Cover Letter
     3. Creating Custom Table Styles
     4. Using Formulas in Tables
     5. Modifying Table Properties
     6. Applying MLA Format to an Existing and Original Research Paper
     7. Formatting a Newsletter
  D. Microsost Excel
     1. Creating and Modifying a Spreadsheet Containing:
       a. Cell Styles
       b. Sparklines
       c. Bar Charts
       d. Formulas
       e. Basic Functions
       f. Conditional Formatting
       g. Data Bars
       h. References to Cells in Other Sheets
       i. Absolute Cell References
     2. Generating Pie Charts and Line Charts
     3. Performing What If Analysis
     4. Utilizing Simple Statistical, Lookup, and Financial Functions
     5. Creating a Data Table

VI. General Education and Course Learning Outcomes

A. General Education Learning Outcomes:

Students will:
1. Apply critical thinking skills to retrieve, organize, analyze, and evaluate information using technological means.(Core SLO)
2. Explain the functions of computing hardware components (Core SLO).
3. Apply system and application software to accomplish tasks (Core SLO).
4. Collaborate using technological tools (Core SLO).
5. Describe secure, safe, ethical, and legal use of technology (Core SLO).
6. Analyze the impact of technology and connectivity on society and culture (Core SLO).
7. Describe techniques to acquire and upgrade technology skills as the level of computing evolves (Core SLO).

B. Course Learning Outcomes:

At the completion of the course, students will be able to:
1. Be able to use productivity tools including word processing, spreadsheet, and multimedia presentation software to effectively perform a related task.
2. Utilize spreadsheets to efficiently solve relevant quantitative problems.
3. Evaluate the importance of ethics to the field of personal computing

C. Assessment Instruments

1. Lab projects
2. Research projects
3. Class presentations
4. Demonstrations

VII. Grade Determinants

A. Lab projects
B. Research projects
C. Class presentations
D. Demonstrations

Given the goals and outcomes described above, LIST the primary formats, modes, and methods for teaching and learning that may be used in the course:
A. lecture/discussion
B. small-group work
C. computer-assisted instruction
D. laboratory
E. student collaboration

VIII. Texts and Materials

A. Suggested Textbook

Custom bundle containing contents from the following four textbooks:
Visualizing Technology Complete– Seventh Edition (9780134816449)
GO! with Microsoft Word 2016 Comprehensive (0134443918)
GO! with Microsoft Excel 2016 Comprehensive (0134443926)
GO! with Microsoft PowerPoint 2016 Comprehensive (0134443942)

Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.

IX. Resources

    A. Microsoft Office
    B. Computer Lab with Internet access
    C. Web Browser (Chrome/IE/Firefox/Safari)
    D. Open Computer Lab
    E. Access to Learning Management System

X. Honors Options: N/A