

CSIT 110: INTRODUCTION TO COMPUTERS AND COMPUTER APPLICATIONS

1. Course Information

Subject

CSIT - Computer Science/ Information Technology

Course Number

110

School

Science, Technology, Engineering, Mathematics

Course Title

Introduction to Computers and Computer Applications

2. Hours

Semester Hours

3.00000

Lecture

3

Lab

0

Practicum

0

3. Catalog Description

For display in the online catalog

The course familiarizes students with the interaction of computer hardware, software, and ethics. Students will gain a fundamental understanding of personal computers and computer networking. Microsoft Windows and the Internet, an introduction to Microsoft Office, computer security, ethical and safe uses of technology, safety, and popular word processing, spreadsheet, and database tools. Emphasis in this course is on developing practical applications for personal productivity and safety. The course assumes no prior computing experience.

4. Requisites

Prerequisites

None

Corequisites

None

5. Course Type

Course Fee Code

3

Course Type for Perkins Reporting

vocational (approved for Perkins funding)

6. Justification

Describe the need for this course

Students in all curriculums will benefit from understanding and knowing how to utilize current computer hardware and software to be successful in their academic and professional careers and personal life. This course is required at many two and four year institutions.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

Yes

General Education Category

Technology

General Education Status

Approved

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages.
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce.
4	Seeking to empower students through the mastery of intellectual and Practical Skills.
5	Challenging students to transfer information into knowledge and knowledge into action.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution

Atlantic Cape CC

Course Title

Introduction to Computers

Course Number

CISM125

Number of Credits

3

Institution

Camden County College

Course Title

Computer Literacy

Course Number

CSC-101

Number of Credits

3

Institution

Hudson County CC

Course Title

Intro to Computers & Computing

Course Number

CSC-101

Number of Credits

3

Institution

Mercer County CC

Course Title

Computer Concepts with Applications

Course Number

IST 101

Number of Credits

3

Institution

Raritan Valley CC

Course Title

Computer Literacy

Course Number

CISY 102

Number of Credits

3

Transferability of Course**Georgian Court University**

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CS105, Computer Literacy, 3cr	General Education, Computer Science	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CPSX1003, Computer Science Elective, 3 cr.	Computer Science Free Elective	

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
IT100, Information Technology, 3cr	General education, Technological Literacy	

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CPSX1003	Computer Science Free Elective	

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
01198170, 3cr in Information technology and Research or quantitative reasoning OR 3CR Computer Science elective	Students must complete a combination of courses in order to receive specific course equivalencies OR Computer Science elective	

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
CSIS1180, Microcomputers & Applications, 3cr	General education, Computer Science	

10. Course Learning Outcomes**Learning Outcomes**

Students who successfully complete this course will be able to:	
CLO1	Analyze the impact of computer technology on contemporary society and culture.
CLO2	Describe secure, safe, ethical, and legal uses of technology.
CLO3	Identify and explain the functions of computer hardware components.
CLO4	Define what the Internet is, and list uses of the Internet.
CLO5	Identify and explain the types of computer software.
CLO6	Define systems software and list the types of system software.
CLO7	Demonstrate file management in a windows environment.
CLO8	Define computer networking, list the types of networks and networking equipment.
CLO9	Describe common practices for configuring networks to provide common safe guards to protect users and equipment.
CLO10	Demonstrate and apply the functions and uses of word processor, spreadsheet, and database software to accomplish tasks.
CLO11	Describe techniques to acquire and upgrade technology skills as the level of computing evolves.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
T01	Discuss the impact of technology on global, national, personal careers, and ethical responsibilities and awareness when using technology	Reading and class discussion.	Homework assignment and exam	CLO1, CLO2, CLO11
T02	Describe the components of a computer, how they are connected, and how computers process and store data.	Reading and class discussion.	Homework assignment and exam	CLO3
T03	Explain how the Internet works and how it is used for collaboration, communication, commerce and entertainment purposes.	Reading and class discussion.	Homework assignment and exam	CLO4
T04	Explain the types and functions of an operating system	Reading, class discussion, and class activities.	Homework assignment and exam	CLO5, CLO6
T05	Describe how system software is used, managing the user interface, file management, and utility programs.	Reading, class discussion, and class activities.	Homework assignment and exam	CLO6, CLO7
T06	Explain the basics of computer networking, networking components, and the different ways to connect to a network and the Internet.	Reading, class discussion, and class activities.	Homework assignment and exam	CLO8
T07	Describe what is needed to install and configure a home network, and how to manage and secure a wireless network.	Reading, class discussion, and class activities.	Homework assignment and exam	CLO8, CLO9

T08	Describe hacking, viruses and other online annoyances and threats.	Reading, class discussion, and class activities.	Homework assignment and exam	CLO9
T09	Describe ways to protect digital property and data from theft and corruption.	Reading, class discussion, and class activities.	Homework assignment and exam	CLO9
T010	Demonstrate how to create a document and edit it.	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10
T011	Demonstrate how to modify the layout and formatting of a document.	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10
T012	Demonstrate how to create a spreadsheet, chart the data and edit both.	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10
T013	Demonstrate how to create equations, use functions, and create tables in a spreadsheet.	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10
T014	Analyze data with various charts and what-if analysis tools.	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10
T015	Describe the objects used in a database	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10
T016	Demonstrate the uses of tables, forms, queries, and reports.	Reading, class discussion, and class activities.	Homework assignment, graded activity and exam.	CLO10

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

- o Class lecture
- o Discussion
- o Demonstrations
- o Labs
- o Online presentations, and online activities and assessments.

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Technological Competency

Yes

Related Course Learning Outcome

CLO3, CLO4, CLO5, CLO6, CLO7, CLO8, CLO9, CLO10

Related Outline Component

T02, T03, T04, T05, T06, T07, T08, T09, T010, T011, T012, T013, T014, T015, T016

Assessment of General Education Goal (Recommended but not limited to)

Tests, quizzes, activities, projects

Ethical Reasoning and Action

Yes

Related Course Learning Outcome

CLO1, CLO2

Related Outline Component

T01

Assessment of General Education Goal (Recommended but not limited to)

Tests, quizzes

Independent/Critical Thinking

Yes

Related Course Learning Outcome

CLO1, CLO2, CLO9, CLO10

Related Outline Component

T01, T07, T08, T09, T010, T011, T012, T013, T014, T015, T016

Assessment of General Education Goal (Recommended but not limited to)

Tests, quizzes, activities, projects

14. Needs

Instructional Materials (text etc.):

Appropriate textbooks will be selected. Contact the dept. for current adoptions.

Technology Needs:

Software applications, college portal, college Distance Learning platform and /or Textbook or Instructor Website, Lab and/or Assessment Software.

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates

Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

Board of Trustees Approval Date: December 2, 2013

Board of Trustees Approval Date: August 26, 2015

Board of Trustees Approval Date: November 03, 2016