Department Master Syllabus
Camden County College
Blackwood, New Jersey

Course Title: Computer Literacy

Course Number: CIS-105

Department/Program Affiliation: Computer Information Systems

Date of Review:
(This Department Master Syllabus has been examined by the program/department faculty members and it is decided that no revision is necessary at this time.)

Date of Last Revision: **July 2017**
(This Department Master Syllabus has been examined by the program/department faculty members and it is decided a change requiring a revision is necessary at this time.)

Credits: 3

Contact Hours: **Lecture_3___**   **Lab____**   **Other ____**

Prerequisites: none   **Co-requisites: none**

Course Description: This course is designed to provide the student with the knowledge and skill to use computers efficiently. Students will gain "hands-on" experience on a Windows based PC in word processing, spreadsheets, database management, a web browser and a student information system. Students will also learn the many facets of information technology, the way in which the world is being changed by it, and the associated risks and potential implications of technology in society. Topics will include an introduction to programming, an introduction to the hardware and software components of a computer system, the Internet, computer systems found in business, computer ethics, computer security, and the application of information technology to research information. Topics flow from the concrete to the abstract, from the present to the future. Knowledge of the keyboard is recommended for success in this course. This course is taught in a room with computers. Students benefit by interacting with the lecture material. However, there are no graded or mandatory student computer exercises required during the class lecture. All hands-on assignments are completed outside of class.

Course Student Learning Outcomes: Cognitive, Psychomotor, Affective Domains)
At the end of this course the student will be able to:
1. Use the operating system and associated utilities as assessed by tests, class participation, projects, homework assignments, etc.
2. Create and modify documents using a word processing program as assessed by tests, class participation, projects, homework assignments, etc.
3. Create and modify workbooks/worksheets using a spreadsheet program as assessed by tests, class participation, projects, homework assignments, etc.
4. Create and modify databases and associated tables using a database management program as assessed by tests, class participation, projects, homework assignments, etc.
5. Define programming and program languages as assessed by tests, class participation,

projects, homework assignments, etc.

6. Navigate and research topics on the internet using email, browsers and search engines as assessed by tests, class participation, projects, homework assignments, etc.
7. Access information effectively and efficiently for a specific purpose on the internet as tests, class participation, projects, homework assignments, etc.
8. Describe the hardware and software components of a computer system as assessed by tests, class participation, projects, homework assignments, etc.
9. Describe the steps in ensuring privacy, security, virus protection, and ergonomics for computer systems as assessed by tests, class participation, projects, homework assignments, etc.
10. Analyze and evaluate computer ethics for computer users as assessed by tests, class participation, projects, homework assignments, etc.
11. Examine the concept of connectivity, the impact of the wireless revolution, and the elements of a communication system as assessed by tests, class participation, projects, homework assignments, etc.

General Education Student Learning Outcomes

To use computer systems or appropriate forms technology to identify, collect and process information as assessed by tests, class participation, projects, homework assignments, etc.

Course Outline:

Course Application Outline: (50% of course)

1	Internet
2	Operating System
3	Word Processing
4	Spreadsheet
5	Database
6	Programming

Course Concept Outline: (50% of course)

Chapter	Topic
1	What Is a Computer
2	Application Software
3	File Management
4	Hardware
5	System Software
6	Digital Devices and Multimedia
7	The Internet
8	Communicating and Sharing: The Social Web
9	Networks and Communication
10	Security and Privacy
11	Databases
12	Program Development

Course Activities: The classroom activities will include formal and informal lectures where new material and assigned problems will be explained. Students will have the opportunity to contribute to the discussion and to ask questions about the material. "Hands-on" work on the computer will be done during class and outside of regularly scheduled classroom hours.

Assessment of Student Learning Outcomes: The student will be evaluated on the degree to which the above student learning outcomes are achieved. A variety of methods may be used such as tests, class participation, projects, homework assignments, etc.

Course Materials:
>   **Textbook(s):** Information on the text will be provided by the instructor on the first day of class.

>   **Supplemental Materials:** This information will be provided by the instructor on the first day of class.