**ESSEX COUNTY COLLEGE**

**Business Division**

**CIS 107 *–* Computer Literacy**

**Course Outline**

**Course Number & Name:**  CIS 107 Computer Literacy

**Credit Hours:**  3 .0 **Contact Hours:** 3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  None

**Co-requisites:** None **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: An introduction to Personal Computers, this course is specifically designed for students who have had little or no experience using the personal computer. The topics covered are designed to prepare the student for further study of computer-related courses and the more immediate word processing assignments in college courses. The class utilizes hands-on lab experiences to ensure that these important computer concepts are thoroughly understood. Included in this course is an overview of the microcomputer applications, Microsoft Windows, Microsoft Word and accessing information on the Internet. Note: CIS 107 can be used as a free elective in all programs/majors except Computer Science/Computer Information Systems.

**General Education Goals**: CIS 107 is affirmed in the following General Education Foundation Category: **Technical Competency/Information Literacy**. The corresponding General Education Goal is as follows: Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. describe and demonstrate common computer literacy skills;
2. explain fundamentals of the internet and perform basic internet skills;
3. describe and perform basic word processing skills;
4. perform more advanced Microsoft Word functions; and
5. enhance a word-processed document by including appropriate visual components.

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Describe and demonstrate common computer literacy skills:
	1. *describe what it means to be computer literate*;
	2. *describe the extent to which computer literacy helps in the job search and in the workplace*;and
	3. *analyze the challenges of computer use in a technological society*
2. Explain fundamentals of the internet and perform basic internet skills:
	1. *describe how data travels on the internet;*
	2. *explain various options of connecting to the internet;*
	3. *utilize different kinds of multimedia files and software found on the internet;*
	4. *research topics ethically and safely using the internet via several search engines and web browsers;*
	5. *communicate through the internet;*
	6. *evaluate the quality of various websites;* and
	7. *manage effectively online annoyances*
3. Describe and perform basic word processing skills**:**
	1. *describe basic word processing skills;*
	2. *insert auto text, page breaks, and headers and footers;*
	3. *use spell check and grammar check effectively;*
	4. *use save and backup options properly;*
	5. *use printing options appropriately*; and
	6. *customize Microsoft Word as necessary*
4. Perform more advanced Microsoft Word functions:

* 1. *apply font attributes correctly;*
	2. *control word-wrapping properly;*
	3. *copy formats with Format Painter;*
	4. *set tabs, borders, lists, and columns;*
	5. *create and modify styles;*
	6. *create a table of contents;* and
	7. *create an index*
1. Enhance a word-processed document by including appropriate visual components:
	1. *create tables and graphics;*
	2. *insert clip art images and Word Art;*
	3. *insert comments into a document;*
	4. *compare and combine documents as appropriate;*
	5. *use navigation tools effectively;*
	6. *create a bibliography;*
	7. *add figure references;* and
	8. *modify document properties*

**Methods of Instruction**: Instruction will consist of lectures, web/computer assignments, and class discussions.

**Outcomes Assessment:** Quiz, test and exam questions are blueprinted to course objectives. Data is collected and analyzed to determine the level of student performance on these assessment instruments in regards to meeting course objectives. The results of this data analysis are used to guide necessary pedagogical and/or curricular revisions.

**Course Requirements:** All students are required to:

1. Maintain regular attendance.

2. Complete assigned work.

3. Take part in class discussions.

4. Take all quizzes, tests and exams as scheduled.

**Methods of Evaluation:** Final course grades will be computed as follows:

 **% of**

**Grading Components final course grade**

* **Attendance/Participation 0 – 10%**

Attendance and participation shows commitment and interest in microcomputer applications in business.

* **Assigned work/Connect assignments** (dates specified by the instructor)  **10 – 30%**

Connect is a web-based assignment and assessment instrument required for this course. Connect ‘MY IT LAB’ is designed to assist students with coursework based on individualized needs. It also will provide evidence of the extent to which students have mastered course objectives.

* **Tests , Quizzes and Midterm Exam** (dates specified by the instructor)  **25 – 50%**

Tests, quizzes, and the midterm exam will show evidence of the extent to which students meet course objectives including, but not limited to, identifying and applying concepts, understanding terms and demonstrating evidence of a basic foundation of microcomputer applications in business organization.

* **Final Exam**   **30 – 35%**

The **comprehensive** final exam will examine the extent to which students have synthesized all course content and achieved course objectives.

Note: The instructor will provide specific weights, which lie in the above-given ranges, for each of the grading components at the beginning of the semester. Also, students may use laptop computers in class.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College.  Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions.  Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text **The Prentice Hall Custom Program for Computer Literacy CIS 107** (custom Essex County College edition), by Robert T Grauer, with ‘MY IT LAB’ Access Code; ISBN #: 0-558-26251-1

**Class Meeting**

**(80 minutes) Chapter/Topics**

**Chapter 1**

1 Introduction

2 – 3 Why computers matter to you

**Chapter 3**

4 – 5 Using the internet

6 – 7 Making the most of web resources

**Chapter 5**

8 – 9 What will word processing do for me?

 **Chapter 6**

10 – 11 Gaining proficiency in word processing

12 – 14 Editing and formatting

15 **Midterm Exam**

 **Chapter 7**

16 – 18 Enhancing a document

19 – 21 Table and graphs

**Chapter 8**

22 – 24   Share, compare, and document

25 – 27 Workgroups, collaboration, and references

28 – 29 Review for the final exam

30   Comprehensive **Final Exam** on all course material covered