

Course Outline

Course Title: Computer And Internet Literacy

Common Course Title: CGS1060C

Effective Term: Fall 2016 (Aug 22, 2016)

Credit Hours: 3 Units

Next Review : Aug 1, 2018

Contact Hour Breakdown: *(Per 16 week Term)*

Total: 48

Lecture:

Lab:

Clinic:

Other:

Requirements

This course does not have any required pre-requisites or co-requisites.

Course Description:

This is an introductory course in basic computer and internet use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mails, and the effective use of the Internet as a communication tool and information resource). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required.

Course Outline

UNITS

Unit 1 : COMPUTER HARDWARE AND SOFTWARE FUNDAMENTALS

General Outcome

1.0 The student shall demonstrate software management skills; identify various licensing models; identify what software to use for a specific task; identify available software tools; identify common computer technology; types of devices; and describe factors that affect computer performance.

Specific Learning Outcomes

1.1 The student shall be able to identify what an OS is and its purpose; manage computer files and folders; manage computer configuration, Control Panel, OS drivers.

1.2 The student shall be able to identify common computer technology; types of devices; and describe factors that affect computer performance.

1.3 The student shall demonstrate software management skills; identify various licensing models; identify what software to use for a specific task; identify available software tools.

1.4 The student shall be able to troubleshoot and manage software problems, hardware problems, and problems relating to devices and peripherals; demonstrate how to backup and restore software and data.

Unit 2 : COMMON APPLICATION FEATURES

General Outcome

2.0 The student shall be able to identify common features and commands of key applications, use formatting tools located in key applications, navigate key applications, work with multi-media files.

Specific Learning Outcomes

2.1 Demonstrate how to move, copy, and paste user data between applications.

2.2 Demonstrate how to print user data from within office applications and control the configuration in which the data is presented or printed as listed in the objective.

- 2.3 Demonstrate how to check spelling within user data, find and replace portions of user data, and use the Undo and Redo features to alter user data within an application.
- 2.4 Demonstrate how to move user data using the Drag and Drop features within and/or between office applications.
- 2.5 Identify and use the various sources of help, built-in, online, context-sensitive, help lines, chat services, coworkers, help desks, etc. available to get assistance in learning how to use an office application.
- 2.6 Demonstrate how to control the font face display features within office applications, in such a way as to control the look, feel, and other display characteristics with which the user data is presented on-screen or printed.
- 2.7 Demonstrate how to incorporate (insert and attach) and display pictures, videos, audio, or other multimedia content within an office application.

Unit 3 : WORD PROCESSING ACTIVITIES

General Outcome

3.0 The student shall be able to use word processing software to organize data and use design tools and layout tools to format documents.

Specific Learning Outcomes

- 3.1 Demonstrate how to organize text and data into tables within a word processor. Further demonstrate the ability to add columns, rows, merge and split cells within those tables.
- 3.2 Demonstrate how to organize text and data into lists within a word processor. Further demonstrate the ability to order and re-order those lists according to various criteria (alphabetize, lowest-highest, by date, etc.).
- 3.3 Demonstrate how to arrange user data and set options within a word processor so as to cause those text and data to display and print in a particular format or layout. Within that context control the attributes and structures listed in the objective to display and print as specified, including ways to save, change, and delete those saved configurations.
- 3.4 Demonstrate how to set line and paragraph spacing within a word processor.
- 3.5 Demonstrate how to indent text within a word processing program.
- 3.6 Demonstrate how to use templates to create commonly used business documents such as faxes, resumes, business letters, invoices, etc.
- 3.7 Demonstrate how to use reference tools provided in a word processing application.

Unit 4 : SPREADSHEET ACTIVITIES

General Outcome

4.0 The student shall be able to use spreadsheet software for data management and use design and layout tools to format spreadsheets.

Specific Learning Outcomes

- 4.1 Demonstrate how to add, insert, remove, and delete rows and columns in a spreadsheet environment.
- 4.2 Demonstrate how to adjust the size of cells and the amount of data displayed in a cell within a spreadsheet.
- 4.3 Demonstrate how to adjust the alignment and positioning of cells and the positioning and orientation of data as displayed in cells within a spreadsheet.
- 4.4 Demonstrate how to locate, move focus to, or otherwise activate cells within a worksheet.
- 4.5 Demonstrate knowledge of the ramifications of using relative and/or absolute cell referencing.
- 4.6 Demonstrate the difference between a worksheet and a workbook and how to move between and among them.
- 4.7 Demonstrate how and when to merge or un-merge cells within a spreadsheet, including how to preserve, manage, and arrange data within the merged or unmerged cells.
- 4.8 Demonstrate how to construct formulas using standard mathematical operators (=, +, -, *, /). Demonstrate how to use functions; specifically, demonstrate how to use the most common functions, such as SUM(), AVERAGE(), COUNT(), MIN(), and MAX().
- 4.9 Demonstrate how to set and use various formatting options.
- 4.10 Demonstrate how to create and format charts, including Pie charts, Line graphs, and bar graphs (histograms), and Sparklines.

Unit 5 : PRESENTATION ACTIVITIES

General Outcome

5.0 The student shall be able to use presentation software to create presentations by inserting content, managing and designing slides.

Specific Learning Outcomes

5.1 Demonstrate how to insert and/or create text, charts, audio, video/media clips, shapes, graphics, pictures, tables, and animations into a presentation application so as to display properly and effectively with the desired font face, size, style, or effect in a slide show.

5.2 Demonstrate how to add, create, or delete slides within a presentation application.

5.3 Describe how to alter the presentation order of slides or move them around within a presentation application.

5.4 Demonstrate how to position and reposition presentation elements on the slide background or palette within a presentation application.

5.5 Demonstrate how to animate presentation elements and control their movement over, under, and among other slide elements and slide background within a presentation application.

5.6 Demonstrate how to invoke, remove, and control special effects associated with and defining how slides transition from one to another during the execution of a presentation application slide show.

Unit 6 : LIVING IN AN ONLINE WORLD

General Outcome

6.0 The student shall be able to effectively use applications to access Internet resources.

Specific Learning Outcomes

6.1 The student shall be able to use search engines and evaluate search results, using advanced features of search engines.

6.2 The student shall be able to distinguish between the Internet, Browsers, and WWW and shall be able to navigate the Internet, Browsers, and WWW.

6.3 The student shall be able to communicate through email and real-time communication programs, such as Twitter, Skype and text messaging.

Unit 7 : EFFECTIVE USE OF THE INTERNET

General Outcome

7.0 The student shall be about to describe how to use the Internet effectively and safely.

Specific Learning Outcomes

7.1 The student shall be able to demonstrate proper digital communications standards and the responsible and legal use of computers.

7.2 The student shall be able to use Internet connections, explain network types and features capabilities, and the ability to troubleshoot Internet connectivity and wireless network problems.

7.3 The student shall be able to use the various tools in key applications and share files using email, network storage, and cloud storage environments.

7.4 The student shall be able to demonstrate the use of secure online communications and/or activities and ergonomics.