COURSE INFORMATION FORM

DISCIPLINE  CSIS
COURSE TITLE  Digital Literacy

CR.HR  2  LECT HR.  1.5  LAB HR.  1  CLIN/INTERN HR.  CLOCK HR.  

CATALOG DESCRIPTION

This course provides a basic introduction to personal computing. Through the use of lecture, demonstration, and hands-on experience, the student will be introduced to microcomputer hardware, operating systems, several software applications. The internet, internet safety, and internet-based applications are also covered. A keyboarding component is included.

PREREQUISITES

None

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)

Upon completion of this course, the student will be able to:

1. Identify basic components of a typical microcomputer system.
2. Navigate the desktop and have a basic understanding of an operating system.
3. Describe the use of various production software applications (word processors, spreadsheets, presentation and databases).
4. Set up an email account, compose, send and receive emails with attachments.
5. Identify and explain different web-browsers, ISP (Internet service providers), and internet-based applications (ITunes, Facebook).
6. Demonstrate keyboarding skills at 25 wpm with 93% accuracy.

GENERAL EDUCATION OUTCOMES (ESO)

Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

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<tr>
<th>Outcomes</th>
<th>ESO</th>
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Revised 5/9/13
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

Chapter Assessments (1-5)
Final Exam (1-5)
Skills Based Assessment (1-6)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Basic Parts of a Desktop
II. Operating System
   A. Managing user accounts & parental control
   B. Finding files
   C. Security and maintenance
III. Word Processor
   A. Formatting text
   B. Saving & printing
IV. Spreadsheet
   A. Formatting cells
   B. Saving & printing
   C. Creating simple formulas
V. Presentation Software
   A. Slide and text basics
   B. Presenting slide show
   C. Saving and printing
VI. Databases - Managing and using database objects
VII. Email
   A. Configure an email account
   B. Send, view & reply to messages
   C. Attach and open an attachment
VIII. The Internet
   A. Identify and describe various web browsers
   B. Identify internet service providers
   C. Describe various internet-based applications
IX. Keyboarding Skills