GREENVILLE TECHNICAL COLLEGE

Business and Technology Division
Computer Skills and Applications
Course Syllabus – COL 107
Computer Literacy Skills for College Success

Credit/Contact Hours:
3.0

Prerequisite:
None

Co-requisite:
None

Course Description:
This course is designed for students who need an introduction to computer literacy and word processing skills in order to develop and improve basic computer skills for success and completion of traditional and online computer-based instruction and communication.

Purpose of Course:
To provide students with a skill set to achieve success in an electronic learning environment that has a computer component; provide a basic knowledge of computer literacy skills; to enhance student success by providing hands-on experience in the use of word processing software.

Required Texts:
The Pearson Custom Program for CIS – COL 107 Computer Literacy Skills for College Success for Greenville Technical College, a customized text book; ISBN: 1269263730 / 9781269263733.
A USB portable storage device such as a flash drive will be needed for coursework storage; headphones are recommended for quiet listening to audiovisual and training support.

NOTE: <u>Students in traditional classes</u> must access Blackboard for course-related information.

Additional Materials:
A USB portable storage device such as a flash drive is advised for coursework storage.
<u>Information on Tests and Exams</u>

All tests and exams will be completed online using Blackboard.

<u>Note: Greenville Technical College is not responsible for and does not provide technical support for home computers.</u>

Course Outcomes:
Upon successful completion of this course, students will be able to do the following with 70 percent accuracy:

1. Recognize and describe the components of computer hardware, software, and operating systems.
2. Create and manage files and folders on the computer demonstrating effective file management.
3. Use a personal computer to access the Internet for purposes of information literacy, emailing, texting, social media, and in support of utilizing future technologies.
4. Navigate course content in an online learning management system and other informal electronic media.
5. Demonstrate hands-on skills such as opening, creating, modifying, formatting and saving documents containing text and graphics using word processing and presentation software.

Upon the completion of this course, the student will be in a position to effectively use a computer and be prepared to enroll in CPT170 (if

needed) or successfully complete their computer technology requirement.

Greenville Technical College Core Competencies:

Communication Core Competency: Students will demonstrate effective written and oral communication skills to convey information, ideas, or opinions.

- Written Communication: Students will demonstrate effective written communication skills to convey information, ideas, or opinions.
- Oral Communication: Students will demonstrate effective oral communication skills to convey information, ideas, or opinions.

Critical Thinking Core Competency: Students will demonstrate effective reasoning, problem solving, or quantitative skills to develop an opinion or conclusion.

- Critical Reasoning: Students will employ inquiry, analysis, and synthesis of information to formulate and/or evaluate an opinion or conclusion.
- Problem Reasoning: Students will design and formulate a strategy to answer a question or achieve a desired goal.
- Quantitative Reasoning: Students will be able to analyze numerical information or observable facts resulting in informed conclusions.

Information Literacy Core Competency: Students will be able to locate, evaluate, and use information effectively from diverse sources.

Professionalism Core Competency: Students will demonstrate conduct and etiquette appropriate to the community and chosen career.

- Professionalism: Students will display professional conduct and work habits.
- Teamwork: Students will collaborate with others to accomplish a shared goal.

Instructional Agreement:
This syllabus is an agreement between the student and instructor concerning course objectives, course content, grading and other policies and procedures particular to the course as well as any posted program, departmental, and divisional policies. It is also the student's responsibility to become familiar with the Student Handbook/College Catalog found in the Student Resource area of Blackboard.

Grading Scale:
<u>GRADING POLICY</u>

GREENVILLE TECHNICAL COLLEGE

Emphasis will be placed on tests, graded assignments, class participation, quizzes, and a final exam with the following weights:

Grades for this course will be calculated as follows:

Forty-five (45) percent of the final grade will be based on the average of the three equally-weighted exams.

Twenty-five (25) percent of the final grade will be based on the grade of the comprehensive final exam.

Fifteen (15) percent of the final grade will be based on the completion of a hands-on class assignments, quizzes, and class participation.

Fifteen (15) percent of the final grade will be based on the completion of assignments and projects.

Final letter grades will be issued as follows:

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	0 - 59

Course Policies:
Policy for the Submission and Grading of Assignments for COL 107

• *All assignments (i.e., labs, projects, etc.) for this course must be completed and submitted electronically to the instructor by the due date established in order to receive credit for the assignment.*

Test Policy for COL107

- Three (3) exams and a comprehensive final exam will be given.
- Exam dates will be announced in class and posted in Blackboard.
- The student assumes responsibility for materials and announcements missed when absent.

- **Any exam not taken at the scheduled time or in the scheduled location without prior approval by the instructor will be considered a make-up exam.**
- A comprehensive final exam must be taken as scheduled with no exemptions or exceptions.

Exceptions to the above Test Policy will be made on an individual basis as a result of a decision involving the program coordinator/department head, instructor, student, and/or the Assistant Dean.

GREENVILLE TECHNICAL COLLEGE

This planned schedule is applicable to students enrolled in all sections of this course. Your instructor will provide a detailed, *week-by-week* plan of instruction along with method of delivery, testing, and assignment submission.

UNIT I: Overview

General Course Introduction and Syllabus Review

Chapter/Title

1   **Using Technology to Change the World (TIA, CH1)**

Chapter Objectives – Students should be able to:

1. Discuss how can becoming proficient with technology can help you participate in important issues in the world at large.
2. Discuss how knowledge of technology can help you influence the directions our society takes.
3. Discuss the concept of computer literacy.
4. Discuss how being computer literate can make you a more savvy computer user and consumer.
5. Discuss how being computer literate can help you in a career.

2   **Looking at Computers: Understanding the Parts (TIA, CH2)**

Chapter Objectives – Student should be able to explain the following:

1. What exactly is a computer, and what are its four main functions?
2. What is the difference between data and information?
3. What are bits and bytes, and how are they measured?
4. What devices can I use to get data into the computer?
5. What devices can I use to get information out of the computer?
6. What's on the motherboard?
7. Where are information and programs stored?
8. How are devices connected to the computer?

9. What's the best way to turn my computer on and off, and when should it be done?

10. How do I set up my computer to avoid strain and injury?

3 **Understanding the Operating System and File Management (PC CH2)**

Chapter Objectives – To be able to discuss the following:

1. A windowing environment includes a GUI (graphical user interface).
2. The Desktop, Start menu, Taskbar, and icons are basic elements of the Windows operating system.
3. The background of the Windows display that appears when a computer is first started is the Desktop.
4. Open windows can be moved and resized.
5. Several windows can be open at one time, and they can be cascaded, stacked, or arranged side by side.
6. You can personalize the desktop by selecting a background and screen saver. You can also change the screen resolution.
7. Windows Explorer enables you to create and manage folders.
8. Windows 7 includes a search facility whereby you can locate files and folders if you know any part of the name, contents, or other identifying information.
9. Use Help and Support to get information and assistance with Windows 7.

EXAM 1 – Unit I: Using Technology and Understanding Computer Parts(15.0 percent of the final grade)

UNIT II: Internet, Communication Online and Networking

4 **Using the Internet: Making the Most of the Web's Resources (TIA, CH3)**

Chapter Objectives – To be able to answer the following:

1. What is the origin of the Internet?
2. How does data travel on the Internet?
3. What multimedia files are found on the web, and what software is needed to access those files?

GREENVILLE TECHNICAL COLLEGE

4. What is e-commerce, and what online safeguards are available?
5. What is a web browser, and what are a URL and its parts?
6. How can I use hyperlinks and other tools to get around the web?
7. How do I search the Internet effectively, and how can I evaluate websites?

5 Exploring Online Communication and Cloud Computing (PC, CH 8)

Chapter Objectives – The student should:

1. Become proficient using e-mail, both web-based and client-based.
2. Increase awareness and understanding of other methods of communicating including social networking, instant messaging, blogging, and using the Internet to place video and voice calls through Voice over Internet Protocol (VoIP).
3. Utilize social networking, such as Facebook, Twitter, or Google Plus.
4. Utilize some form of instant messaging and/or online chat.
5. Create a blog, short for web log, and be able to post content to the site.

8 Networking (TIA, CH 7)

Chapter Objectives – be able to answer the following:

1. What is a network, and what are a network's advantages and disadvantages?
2. What are the different ways to classify networks?
3. Which type of network is most commonly found in the home?
4. What are the main components of every network?
5. What are my options for connecting to the internet?
6. How do I tell if my home network is up to date, and how do I identify the devices on the network?
7. Besides computers, what other devices can I connect to a home network?
8. What problems might I encounter when setting up a wireless network?

GREENVILLE TECHNICAL COLLEGE

9. Why are wireless networks more vulnerable to security risks than wired networks, and what special precautions are required to ensure my wireless network is secure?

EXAM 2 – Unit II: Using the Internet, Exploring Online Communication and Cloud Computing, Networking (15.0 percent of the final grade)

UNIT III: Digital Devices, Computer Security and Office Applications

9 Digital Devices and Media (TIA, CH 8)

Chapter Objectives– be able to answer the following:

1. How is the trend of digital convergence seen in the market?
2. What hardware and software comprise a typical smartphone?
3. How do I synchronize information between my phone and my computer, and how do mobile Internet data plans work?
4. What do I need to keep my smartphone secure?
5. How does digital telephony support VoiP services?
6. What distinguishes the performance of tablets, netbooks, and ultrabooks?
7. What advantage do digital formats have over analog signals?
8. How is the digital format changing the way media is created and distributed?
9. How do I work with digital images and videos?

10 Securing your System (TIA, CH9)

Chapter Objectives – be able to answer the following:

1. What is cybercrime, and who perpetrates it?
2. What are the types of viruses from which I need to protect my computer?
3. What can I do to protect my computer from viruses?
4. How can hackers attack my computing devices, and what harm can they cause?
5. What is a firewall, and how does it keep my computer safe from hackers?

6. How do I create secure passwords and manage all of my passwords?
7. How do I manage online annoyances such as spyware and spam?
8. What data do I need to back up, and what are the best methods for doing so?
9. What is social engineering, and how do I avoid falling prey to phishing?
10. How do I protect my physical computing assets from environmental hazards, power surges, and theft?

11   Working with Word (PC, CH5)

Chapter Objectives – The student should demonstrate knowledge about or ability to:

1. The purpose of Word processing software.
2. The Word interface including the Ribbons, Tabs, the Quick Access toolbar, and document area.
3. How to save a document to a flash drive, hard drive, or SkyDrive.
4. How to format characters by applying attributes such as boldfacing, underlining, and italicizing.
5. How to format paragraphs, including alignment, bullets, numbering, line spacing, and paragraph spacing.
6. How to apply headers and footers settings.
7. How to use backstage view enables to see a document preview.
8. How to use Find and Replace, to find all occurrences of specified text, replacing it with another.
9. How to use Word's Navigation Pane to make it easy to browse headings and pages in a document, finding specified text.

12   Working with PowerPoints (PC, CH4)

Chapter Objectives – The student should demonstrate knowledge about or ability to:

1. Use presentation software to deliver information using text, charts, and graphics in a series of slides.

2. Design a presentation using a theme that includes fonts, backgrounds, and color.
3. Use the four views: Normal, Slide Sorter, Notes Page, and Reading View.
4. Format text in a presentation —by underlining, italicizing, and aligning text.
5. Use Clip art, pictures, SmartArt, music and videos and other images in a PowerPoint presentation.
6. Use charts and tables in a presentation to help convey information in an understandable way.
7. Move, edit, and delete slides. Add header and footer to slides.
8. Apply animation and transition effects to individual slides.
9. Print slides and handouts.

EXAM 3 – Unit III: Digital Devices, Computer Security and Office Applications (15.0 percent of the final grade)

LAST WEEK OF CLASS: REVIEW FOR FINAL EXAM

<u>FINAL EXAMINATION</u>: Comprehensive exam will include all assigned chapters and performance on Microsoft Word software application. (25 percent of the final grade)

<u>Attendance Policy</u>

Success in any courses requires self-discipline and active participation from students and faculty alike.

Attendance tracking is a requirement for all students at Greenville Technical College (GTC). The college attendance policy for regular classes is listed in the GTC Student Handbook under the Academic policies section.

Attendance for traditional courses on your weekly class attendance AND completion of weekly assignments by the assigned due date. Your instructor will record your progress in the course in Blackboard.

Your instructor will also, on occasion, post important information in Blackboard. It is a requirement that students log into Blackboard each week

for communications between the instructor and student. Note that even if you do not have questions it is a requirement that you log into Blackboard for full attendance credit.

Note: There are homework assignments for each unit. Completion of these assignments WILL require time outside of class in ADDITION to class time.

Disclaimer: The supplemental plan of instruction is provided as a guide for the course; however, it can be modified at the discretion of the instructor at any time.