

**RARITAN VALLEY COMMUNITY COLLEGE  
ACADEMIC COURSE OUTLINE**

**CISY 102 COMPUTER LITERACY**

**I. Basic Course Information**

- A. Course Number and Title: **CISY-102 Computer Literacy**
- B. New or Modified Course: **Modified**
- C. Date of Proposal: Semester: **Spring** Year: **2015**
- D. Effective Term **Fall 2015**
- E. Sponsoring Department: **Computer Science**
- F. Semester Credit Hours: **3**
- G. Weekly Contact Hours: **4** Lecture: **2**  
Laboratory: **2**
- H. Prerequisites/Corequisites: **None. Recommend student has appropriate typing skills.**
- I. Laboratory Fees: **Yes**
- J. Name and Telephone Number or E-Mail Address of Department Chair:  
**Dr. John Sullivan: jsulliva@raritanval.edu**

**II. Catalog Description**

*Prerequisite/Corequisites: None. Recommend student has appropriate typing skills.* This introductory course focuses on how productivity software (word processing, spreadsheet, presentation, and data base management) can be used efficiently and effectively to gather, analyze, organize, and present information. The social, ethical, and privacy related aspects of computing are deliberated. Students will also learn how to develop effective online research techniques and will develop the skills required to successfully purchase a personal computer.

This course may not be used as a free elective in any Computer Science related program.

### **III. Statement of Course Need**

- A. The skills acquired in this course will be valuable throughout a student's college career due to its emphasis on using word processing tools to type and format a research paper as well as how to utilize multimedia software to enhance an oral presentation.
- B. This course has a Lab Component. Students are required to use Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint) to create documents, spreadsheets, and presentations, and to query databases. The computers must have Internet access with a Web Browser for access to the RVCC library databases and to the Internet for web based research.
- C. Transferability of course: this course generally transfers as a Computer Elective and a Technological Competency requirement.

### **IV. Place of Course in College Curriculum**

- A. Free Elective (except in Computer Science AS and Information Systems & Technology AS)
- B. Meets General Education Technological Competency Requirement
- C. This course meets a program requirement for:
  - a. Accounting AAS Degree
  - b. Accounting Information Systems AAS Degree
  - c. Business Administration AS Degree
  - d. Business Management AAS Degree
  - e. Computer Support Certificate
  - f. Computer Support Certificate of Completion
  - g. Criminal Justice AA Degree
  - h. Education: P-5 AA Degree
  - i. Education: 5-12 AA Degree
  - j. Electric Utility Technology AAS Degree
  - k. Emergency Services AAS Degree
  - l. Emergency Services – Fire Science Option AAS Degree
  - m. Environmental Control Technology AAS Degree
  - n. Environmental Control Technology, Certificate
  - o. Event Planning/Meeting Management Certificate
  - p. Exercise Science, AS Degree
  - q. Exercise Science -Option in Sports Management, AS Degree
  - r. Financial Services Option in Business Management, AAS Degree
  - s. Food and Beverage Management Certificate
  - t. Food and Beverage Management AAS Degree
  - u. General Business Option in Business Administration, AS Degree
  - v. General Business Option in Business Management, AAS Degree
  - w. Health Information Technology AAS Degree

- x. Health Information Technology – Medical Coding Certificate
  - y. Health Science AS Degree
  - z. Human Services Certificate
  - aa. Human Services AAS Degree
  - bb. International Business Option in Business Administration AS Degree
  - cc. International Business Option in Business Management, AAS Degree
  - dd. Law Enforcement AAS Degree
  - ee. Management Information Systems Option in Business Administration, AS Degree
  - ff. Marketing Option in Business Management AAS Degree
  - gg. Marketing Option in Business Administration, AS Degree
  - hh. Music AA Degree
  - ii. Occupational Therapy Assistant, AS Degree, Joint Degree Program with Rutgers, The State University of New Jersey
  - jj. Paralegal Studies AAS Degree
  - kk. Psychosocial Rehabilitation and Treatment, AS Degree, Joint Degree Program with Rutgers, The State University of New Jersey
  - ll. Respiratory Care, AS Degree, Joint Degree Program with Rutgers, The State University of New Jersey
  - mm. Technical Studies AAS Degree
  - nn. Technical Studies Option in Business Management, AAS Degree
- D. Course is an option in:
- a. CPA Education Requirement, Certificate
  - b. Human Services Certificate of Completion
  - c. Interior Design Certificate
  - d. Medical Assistant Certificate
  - e. Multimedia Communications AAS Degree
- E. Course transferability; for New Jersey schools go to the NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org). For all other colleges and universities go their individual websites.

## V. Outline of Course Content

- A. Computer Concepts
  - 1. Basic Computer Hardware
    - a. Input/Output/Storage Devices
    - b. Connecting Peripherals
  - 2. Utilizing Internet Resources
    - a. Email
    - b. Blogs
    - c. Wikis
    - d. Podcasts/Webcasts
    - e. E-Commerce Safeguards
    - f. *Effective Web Searching***
    - g. Client/Server Architecture
    - h. Connecting to the Internet

3. Information Technology Ethics
  - 4 . Application Software
    - a. Productivity Software
    - b. Business Software
    - c. Buying/Installing/Uninstalling Software
  4. System Software
    - a. Operating System Functions
    - b. Boot Process
    - c. File Management
    - d. Utility Software
  5. Computing Alternatives
  6. Evaluating Computer Systems
    - a. RAM
    - b. Hard Drive
    - c. Video Cards
    - d. Sound Cards
  7. Fundamentals of Computer Networks
    - a. Network Architectures
    - b. Network Components
    - c. Peer to Peer Networks
    - d. Installing/Securing Wireless Networks
  8. Managing Digital Data and Devices
    - a. VoIP
    - b. Cell Phone Security
    - c. Digital Media
    - d. Ubiquitous Computing
  9. Securing Computer Systems
    - a. Viruses
    - b. Hacking
    - c. Firewalls
    - d. Malware, Spyware, Adware
    - e. Spam
    - f. Cookies
    - g. Data Backup
    - h. Social Engineering
  10. Careers in Information Technology
- B. Microsoft Operating System
1. Using Windows Explorer
  2. Performing Commands from a Dialog Box
  3. Creating Folders
  4. Saving Files
  5. Adding Document Properties
  6. Compressing Files
- C. Microsoft Word
1. Creating/Editing/Saving/Printing Documents
  2. Inserting Objects into Documents

3. Bulleted Lists
  4. Tab Stops
  5. Adding/Editing/Formatting Tables
  6. Proofreading
  7. Document Templates
  8. Research Papers with Footnotes and Citations
  9. Multiple Column Newsletters
  10. Mail Merge
- D. Microsoft Excel
1. Creating/Editing/Saving/Printing Excel Worksheets
  2. Formulas and Functions
  3. Formatting Cells
  4. Charting
  5. Filtering and Sorting
  6. Clear Contents/Formatting
  7. Goal Seek/What-if Analysis
- E. Microsoft Access
1. Creating Table Relationships
  2. Sorting Table Records
  3. Creating/Editing/Running Queries
  4. Creating/Editing Forms
  5. Creating Reports Using Report Tool
  6. Modifying/Printing Reports
- F. Microsoft PowerPoint
1. Creating/Editing/Printing Presentation
  2. Slide Transitions/Animation
  3. Clip Art
  4. Bulleted Lists
  5. Adding Objects
  6. Backgrounds/Themes
  7. Adding Tables/Charts

## **VI. Educational Goals and Learning Outcomes**

### **A. Educational Goals**

#### **Students will:**

1. Be able to use productivity tools including word processing, spreadsheet, database, and multimedia presentation software to perform a task. (GE-NJ 4)
2. Utilize spreadsheets/database queries to efficiently solve relevant quantitative problems. (GE-NJ 2,4)
3. Evaluate the importance of ethics to the field of personal computing (GE-NJ ER)
4. Student will utilize various databases to locate relevant information on a variety of topics (GE-NJ IL)

## **B. Learning Outcomes**

### **Students will be able to:**

1. Apply critical thinking skills to retrieve, organize, and evaluate information using technological means
2. Explain the functions of computing hardware components
3. Apply system and application software to accomplish tasks
4. Collaborate using technological tools
5. Describe secure, safe, ethical, and legal use of technology
6. Analyze the impact of technology and connectivity on society and culture
7. Describe techniques to acquire and upgrade technology skills as computer evolves

## **C. Assessment Instruments**

- A. projects
- B. tests
- C. presentations

## **VII. Grade Determinants**

- A. projects
- B. tests
- C. presentations

### **Modes of Teaching and Learning:**

- A. lecture/discussion
- B. small-group work
- C. computer-assisted instruction
- D. guest speakers
- E. laboratory
- F. student oral presentations
- G. student collaboration

## **VIII. Texts and Materials**

### **Suggested textbooks:**

- A. Gaskin, Ferrett, Vargas, McLellan, GO! With Microsoft Office 2013 Volume One. Pearson
- B. Evans, Martin, Poatsy, Technology in Action 12<sup>th</sup> Edition, Introductory, Pearson

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

### **IX. Resources**

- A. Microsoft Office
- B. Computer Lab with Internet access
- C. Web Browser (Chrome/IE/Firefox/Safari)
- D. Open Computer Lab

### **X. Honors Option**

N/A