Part II: Description of Curriculum Change

1 [redacted]

2 **Summary of the proposed revision**

The syllabus has been updated to include the Liberal Studies Elective [redacted]

Technological Literacy Expected Undergraduate Student Learning Outcomes. It [redacted]

I. **Catalog Description**

BTED101/COSC101/IFMG101Computer Literacy **3c-0l-3cr**

Prerequisites: None

An introductory course designed to provide students with a fundamental understanding of computers. The course familiarizes students with the interaction of computer hardware and software. Emphasis is placed on the application of microcomputers, the use of productivity software (word processing, spreadsheet management, file and database management, presentation graphics, web browsers, search strategies, and e-mail), and the social and

Objective 3:

[redacted]

Empowered Learners

Rationale:

Exercises in searching strategies to locate and evaluate information over the Internet will be given. Assignments will be given on how to evaluate websites.

Objective 4:

Understand the historical, current, and future trends in computing.

Expected Student Learning Outcome 2

Responsible Learners

Rationale:

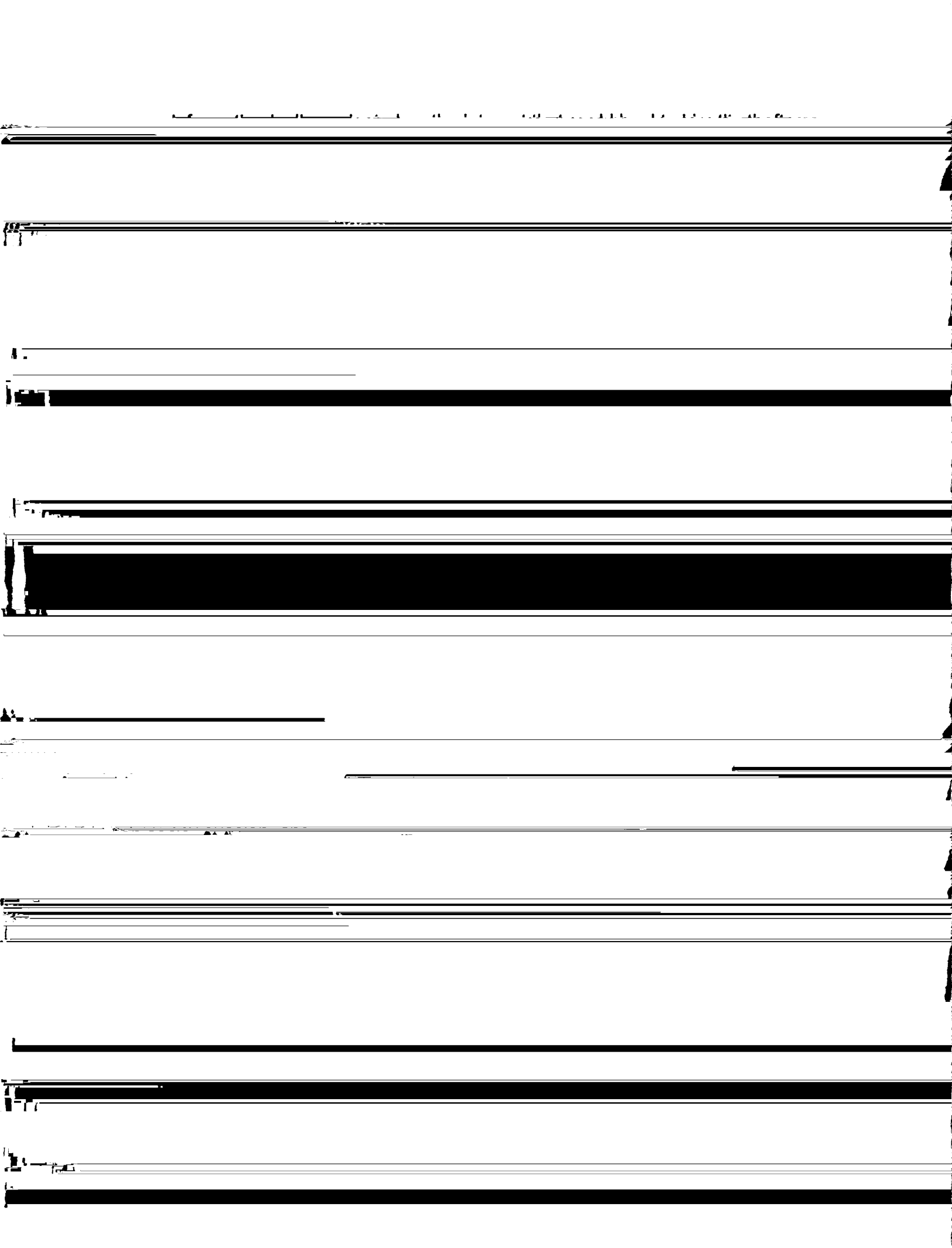
Assignments will require students to research the history of computing and analyze the effect computers had on molding the current technological aspects of society and affecting the future of computing.

Objective 5:

Explore the different ways information is disseminated on the Internet and its impact on society. Identify issues in computing as they relate to ethical, social, psychological, political, and economic aspects.

Expected Student Learning Outcome 2

Empowered Learners



i. Real Time, Single-user, Multiuser, and Multitasking Operating Systems,

ii. System Software: Language Translators & Utility Programs

iii. Advanced Features of Operating Systems of Computer Systems

d. Fundamental Concepts and Basic use of Major Applications (22 hours)

i. File Management

ii. Word Processing

iii. Electronic Spreadsheets

iv. Database Management

v. Presentation Graphics

vi. Use of the Internet for Information Retrieval and Communications

e. Other Personal Use Applications Software (1 hour)

i. Personal Finance Management

management, presentation graphics and electronic mail concepts. (45% of grade)

Technological Literacy – EUSLO I – Empowered Learner

b. Reaction papers and/or book review. Each student will read the supplemental book assigned and create either a reaction paper or book review of the assigned book. (10% of grade)

Technological Literacy – EUSLO II – Responsible Learner

c. Quizzes and Exams. Students will take quizzes and exams on the

[redacted]

textbook readings and the application products. There is a minimum of two exams during the course of a regular teaching semester. A final exam will occur at the end of the semester. (45% of grade).

[redacted]

Assignment/Test	Percentage of Grade

[redacted]

Grayson, R. (2011), Managing your Digital Footprint, The Rosen Publishing Group, Inc, New York.
Joseph-N. T. (2012) Introduction to Digital Culture, Living and Thinking in and Information Age, Cognella Publishing, San Diego, California.
Palfrey, J. & Gasser, U., (2008) Born Digital, Understanding the First Generation of Digital Natives, Basic Books Publishing, New York.
Paparella, M. S., Smiko, E. (2010) Current Topics in Technology, Third Edition, Cengage Publishing.
Solove, D. J., (2007) The future of reputation: gossip, rumor, and privacy on the internet, Yale University Press.

VIII. Special Resource Requirements

None

IX. Bibliography

Books

Gaskin, S. (2012) GoL All-in One: Computer Concepts and Applications, Pearson

Microsoft Excel 2010

Instructions

Chapter 2: Using Functions, creating Tables, and

- XL Activity 2.06: Using the COUNTIF Function
  - Begin on instruction 5
- XL Activity 2.07: Using the IF Function
- XL Activity 2.08: Applying Conditional Formatting by Using Highlight Cells Rules and Data Bars
- XL Activity 2.09: Using Find and Replace
- XL Activity 2.10: Using the NOW Function to Display a System Date
- XL Activity 2.11: [redacted]
- XL Activity 2.12: Creating an Excel Table
- XL Activity 2.13: Sorting and Filtering an Excel Table
  - Instruction 1, but NOT Retail Price arrow, you go to B13, the ITEM arrow. To filter, go to instruction 4.
- XL Activity 2.14: Converting a Table to a Range of Data
- XL Activity 2.15: Printing Titles and Scaling to Fit
  - Go to instructions 9 and 10
- XL Activity 2.16: Navigating Among Worksheets, Renaming Worksheets, and Changing the Tab Color of Worksheets
- XL Activity 2.17: Entering and Formatting Dates
- XL Activity 2.18: Clearing Cell Contents and Formats
- XL Activity 2.19: [redacted]