

CIT-12-30460-2010FA-COMPUTR LITERACY-F.WEB Syllabus

Edit Mode:  OFF



## Syllabus



CIT12 Computer Literacy - Fall 2010



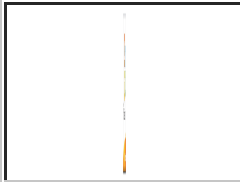


## Description and Required Materials

Course Purpose/Objectives: The objectives of this introductory course are to introduce common computer terminology and experience popular software packages including word processing and spreadsheets. The class examines computer hardware, networking, databases, the Internet, current and future uses of computers and social issues created by computers. Here are the Student Learning Outcomes for this course:

1. Use a word processing application program to design and create a document
2. Use a spreadsheet application program to design and create a spreadsheet
3. Use presentation software to create a presentation
4. Send and receive email
5. Perform a keyword search on the Internet
6. Demonstrate fluency in computer terminology.

## Required Materials

	<p><b>Textbook</b></p> <p>Title: Using Information Technology 9e Complete Edition          Publisher: McGraw-Hill, 2010          Author: Brian Williams          ISBN : 0073516775</p>
	<p><b>Simulation Software – Web Based</b></p> <p>SimNet Office 2007 Online  <a href="http://fcc.simnetonline.com">fcc.simnetonline.com</a></p>
	<p><b>Application Software</b></p> <p>You will need to either have MS Office, or you can either visit the lab on FCC campus, or find someone that has MS Office loaded on their computer to complete the three required projects for this course.</p>

## Tentative Schedule and Grading

	Thursday midnight	Monday midnight
<b>Week 1</b>	Who's in the House	Treasure Hunt!
<b>Week 2</b>	Week 2 Classwork and Your Photo	Chapter 1 Quiz and YouTube Research
<b>Week 3</b>	Week 3 Classwork and Simnet Windows 7	Simnet Office Overview
<b>Week 4</b>	Week 4 Classwork and PrintScreen	Chapter 2 Quiz and YouTube Research
<b>Week 5</b>	Week 5 Classwork and Simnet Word Unit A	Simnet Word Unit B and C
<b>Week 6</b>	Week 6 Classwork and Introduce Your Computer	Chapter 3 Quiz and YouTube Research
<b>Week 7</b>	Week 7 Classwork and Internet Speed	Word Project

