

**Fond du Lac Tribal and Community College
COURSE OUTLINE FORM**

Updated 9/23/14

Please return this form to the college vice president of academic affairs and the chairperson of the Academic Affairs and Standards Council (AASC)

1. Prepared by: _____

2. Date submitted: _____

3. Date approved: 04/22/11 Date revised 10/14/14, 10/28/14

4. Department/discipline: Computer Science

5. Department(s) endorsement(s): _____

(Signatures of the person(s) providing the endorsement are required.)

6. Course Title: Computing Essentials

Abbreviated course title (25 characters or less): _____

7. Course Designator: CSCI 8. Course Level: 1002 9. 2XXX

10. Number of Credits: Lecture 1 Lab _____

11. Control Number (on site) 25 Control Number (online) _____

12. Catalog/Course description:

This course is focused on the practical essentials of computer technology, information resources, computing software, and computing for students at FDLTCC. This will include online learning tutorials and assessments in the following areas: using student email accounts including sending/receiving, sending attachments, forwarding and organizing email folders, google docs and calendar; developing basic word processing skills including Word & PowerPoint; saving/retrieving/organizing files on a computer, using USB devices; Internet browsing and search techniques; determining credible sources/scholarly research; netiquette; and information protection and privacy. Other topics will include: Developing typing skills and troubleshooting basic computer problems.

13. Course prerequisite(s) or co-requisite(s): Accuplacer scores/ Other courses

Prerequisite(s):

Co-requisite:

14. **Course Materials** (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).

No existing textbook is available for this course. The instructor(s) will use a combination of handouts along with references to online resources for class hands-on activities.

15. **Course Content** (Provide an outline of major topics covered in course)

The course content below uses resources specific to FDLTCC in the form of “case studies”. This is no restriction to lessen generality as the underlying technology is common worldwide. To be specific, all Internet resources use TCP/IP (Transmission Control Protocol/Internet Protocol) by definition. All Internet email uses SMTP (Simple Mail Transport Protocol). Applications like word processors are used throughout the world and differ only in dictionaries and surface user-

interface language implementation.

- 1) Using networked computers: case study, using FDLTCC email.
 - a) accounts: local machine, users, super-user = root/admin.
 - b) network address: MAC, IP, Internet URL for services.
 - c) (username, password) pairs, security, common password rules.
 - d) intro to saving files, desktop.
 - e) email using a web portal, receive, reply, send, cc, bcc, subject, body.
 - f) email spam, security, storage and ownership of content.
- 2) Using Web services: case study, D2L (items integrated into the rest for online use).
 - a) login, logout.
 - b) sign into D2L.
 - c) dropbox for assignments, upload documents.
 - d) post a discussion message.
 - e) read news.
 - f) look under content.
 - g) check grades.
 - h) download documents.
 - i) documents in correct format: .rtf or .docx as requested.
 - j) use spell-check function.
 - k) use copy-paste from a word processor to D2L discussion message.
 - l) email and page instructor within D2L.
 - m) access and complete quizzes.
- 3) Using web services: case study, student accounts, more email features.
 - a) financial aid, payroll.
 - b) managing email, leaving on server, folders, POP, IMAP, forwarding.
- 4) Files (assignments).
 - a) saving, retrieving documents.
 - b) google dropbox.
 - c) USB jump drive.
 - d) organize files in folders, sensible names.
 - e) know where files are saved, the exact location and name and what it means physically.
 - f) file formats, so they can be opened, correct format as requested. (rtf, docx, pdf, etc.)
 - g) backup, Backup, BACKUP, and do it again and again, multiple locations in regular habitual fashion.
 - h) machine specifics file handling: modify window folder display setting to show extensions.
- 5) General document programs (“text”, plain text, menus and simple editors).
 - a) editing skills.
 - b) documents in correct format like .rtf or .docx as requested.
 - c) copy-paste, cut-past, cut (mouse and ctrl-c, ctrl-x, ctrl-v).
- 6) Computer systems.
 - a) install updates to computer: Flash, PDF reader.
 - b) locate and launch software.
 - c) install software from a CD.
 - d) download and unzip compressed files, save to known location.
 - e) navigate locally to open, save, and modify files downloaded.
 - f) viruses and mal-ware.
- 7) Office Wordprocessor: Word (Write).
 - a) writing papers, reports.

- b) table of contents, styles.
 - c) formats, saving for others to open: .doc vs. .docx, .rtf.
 - d) postscript, PDF, printing.
- 8) Office Spreadsheet: Excel (Calc).
- a) simple formatting.
 - b) simple calculations, budgets, summation, fill.
 - c) simple formulas.
 - d) printing.
 - e) formats: CSV, fixed, etc.
 - f) importing data.
- 9) Office Presentation: Powerpoint (Impress).
- a) simple presentation.
 - b) drawing.
 - c) playing a presentation.
 - d) formats.
- 10) Student personal computers.
- a) Buying: Moore's Law, capable machines at the low-median.
 - b) how to use campus networks, wireless.
 - c) open source (free) options to commercial software.

16. Learning Goals, Outcomes, and Assessment

At FDLTCC we have 4 Competencies Across the Curriculum (CAC) areas. They are as follows:

- A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information)
- B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)
- C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)
- D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one's own traditions and culture, knowledge of others' traditions and cultures, culture of work, culture of academic disciplines and/or respect for global diversity.)

Course learning outcomes will fulfill the identified competencies.

Course Learning Outcomes:

Upon completion of this course, students will be able to:

1. Demonstrate an increased knowledge and use of computer, navigation and vocabulary. (A, C)
2. Efficiently/effectively communicate written messages through email. (A, B)
3. Create, format, save/retrieve a variety of work-related documents, including Word and Powerpoint. (A, C)
4. Conduct efficient and content worthy internet research and identify credible, reliable sources. (A, C)
5. Demonstrate an ability to navigate the D2L platform and complete common tasks for classroom use. (A, B)

17. **Minnesota Transfer Curriculum (MnTC):** If this course fulfills an MnTC goal area, state the goal area and list the goals and outcomes below:

See www.mntransfer.org

Goal Area(s): _____

Goal and Outcomes: