

Date: Spring 2008

I. Course Name: Computing Sciences Portal
Prefix and Number: CSC 103
Credit Hours and Contact Hours: 2 credit hours - 2 contact hours
Course Description:

This course is designed for students to learn about the college computer systems and computer literacy as well as college life. Students will learn about computers as well as explore career options in the computer field. Students will also learn about motivation, goal setting, critical thinking abilities, problem solving techniques and time management strategies. This course is graded on a satisfactory/unsatisfactory grading scheme. Grade S/U

II. Learning Outcomes and Objectives

Learning Outcomes

Upon completion of the course the participant will be able to:

1. Identify components of a computer system
2. Use the college's computer systems and email
3. Identify computer literacy terms
4. Explore goal setting
5. Explore career options
6. Explore critical thinking/problem solving
7. Understand time management techniques
8. Develop strategies for studying and test taking
9. Understand the importance of writing in college and in his/her career

Relationship to Academic Programs and Curriculum

All Computing Sciences majors will be required to take this course.

College Competencies Addressed in this Course

Information resources
Reading
Computer Literacy
Problem Solving and Critical Thinking
Ethics and Values
Professional Competency
Writing
Global Awareness

III. Methods of Instruction

Types of Materials

1. Textbooks: Computer Literacy text and a seminar book for college success

Methods of Instruction

1. Lecture
2. Discussions
3. Demonstrations
4. Hands-on lab activities
5. Activities

Assessment Measures

Students will complete hands on labs on all college computer systems. Students will participate in varied activities both on campus and off on global awareness, cultural events, and career exploration. Students will write papers on given topics.

Methods of Evaluation

The demonstration of the satisfactory achievement of the above learning outcomes will be the responsibility of the student, facilitated by the instructor.

The department maintains a very open attitude and believes each instructor should determine the grading system and evaluation methods that will be used in his/her sections of the course. It is highly recommended that these be communicated to the students the first week of the semester, preferably in writing.

Among the evaluation methods that could be used are exams, quizzes, and activities. Any grading system used must be consistent with the College Catalog and Middle States grading procedure. Course policies about attendance, late work, plagiarism, etc.. are at the discretion of the instructor. If such policies exist, they must be communicated to the student, preferably in writing.

IV. General Outline of Topics Covered

- I. Introduction to Computers
 - a. What is a computer?
 - b. Components of a computer
 - c. Computer Software
 - d. Categories of computers
 - e. The Internet
 - f. Application software
 - i. Create simple word processing documents
 - ii. Email
 - g. Components of:
 - i. System unit
 - ii. Input
 - iii. Output
 - iv. Storage
 - h. Operating systems
 - i. How to buy a computer
- II. College skills
 - a. Overview
 - b. Learning styles
 - c. College community
 - d. Critical Thinking
 - e. Problem Solving
 - f. Setting goals and Time management
 - g. Study strategies
 - h. Note Taking
 - i. Test Taking
 - j. Writing
 - k. Effective Communication
 - l. Wellness