



North Central State College
MASTER SYLLABUS
2020-2021

- A. Academic Division: Business, Industry, and Technology
- B. Discipline: Computer Information Systems
- C. Course Number and Title: CISS1020 – Digital Literacy and Applications
- D. Course Coordinator: Carmen Morrison
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
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- E. Credit Hours: 3
Lecture: 2 hours
Laboratory: 2 hours

- F. Prerequisites: None

- G. Syllabus Effective Date: Fall 2020

- H. Textbook(s) Title:

Go! All in One Computer Concepts and Applications, Packaged with MyITLab and eText

- Author: Gaskin, Graviett, Geoghan
- Year: 2017
- Edition: 3rd
- ISBN: 9780134526683

- I. Workbook(s) and/or Lab Manual: None

- J. Course Description: Digital Literacy and Applications is a course to provide students with a working knowledge of computer concepts and essential skills necessary for work and communication in today's society. Topics include technology concepts, operating systems, web browsers, cloud applications, security, digital profile, information literacy, hardware, networks, e-mail, word processing, spreadsheets, databases and presentation software. TAG#: OBU003

K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Identify hardware and software systems with a focus on personal computers and emerging technologies.	Quiz Simulation exercise Weeks 1, 2, 7 and 10
2. Identify the components of a computer system.	Quiz Simulation exercise Weeks 1, 2 and 7
3. Demonstrate efficient file management techniques using an operating system’s file management tools.	Quiz Simulation exercise Weeks 3 and 10
4. Describe the basic concepts of information systems.	Quiz Weeks 1, 2, 13
5. Evaluate the current value, the potential value, the limitations, and potential dangers (e.g., violation of privacy, copyright, software piracy, and computer crime) in the use of computers.	Quiz Simulation exercise Discussion Weeks 5, 13 and 16
6. Apply appropriate technology tools and resources to locate and retrieve information from various sources.	Lab Quiz Weeks 5 and 6
7. Demonstrate the ability to create documents and manipulate text data using the current available software.	Exam Problem-based projects Weeks 4, 8 and 9
8. Demonstrate the ability to organize and manipulate numerical data using the currently available spreadsheet software.	Exam Problem-based projects Weeks 11 and 12
9. Demonstrate the ability to create and manipulate simple presentation materials using the currently available presentation software.	Exam Problem-based projects Week 14
10. Demonstrate the ability to create and manipulate simple databases using the currently available database software.	Exam Problem-based projects Week 15
11. Evaluate the role of information systems in supporting organizational goals.	Quiz Weeks 1, 2, and 16
12. Demonstrate use of email systems and use proper etiquette and netiquette when communicating electronically.	Lab assignment Quiz Week 6
13. Evaluate the ethical, social and political impact of information systems.	Quiz Paper Weeks 13 and 16

Outcomes	Assessments – How it is met & When it is met
14. Evaluate the strengths and weaknesses of computer functions and information systems.	Quiz Simulation exercise Weeks 1, 2, 5, 10, 13, and 16
15. Navigate Intranet and Internet applications.	Quiz Lab Weeks 5 and 16
16. Recognize fundamental networking technologies (e.g., wireless, cellular).	Quiz Simulation exercise Week 13

M. Topical Timeline (Subject to Change):

1. Identify current and future computer trends	Weeks 1-2
2. Recognize various computing devices and their uses	Weeks 1-2
3. Use and personalize Microsoft Windows operating system	Week 3
4. Create folders and manage files	Week 3
5. Create, save and print a document using Microsoft Office applications	Week 4
6. Use Microsoft Office Help System	Week 4
7. Recognize the importance of the internet	Week 5
8. Navigate the web and view content	Week 5
9. Compare different forms of synchronous and asynchronous online communication	Week 5
10. Explore the roles of social media in today's society	Week 5
11. Recognize different types of E-commerce	Week 5
12. Use internet browser tabs, bookmarks, and search tool	Week 6
13. Send and receive email	Week 6
14. Communicate using web-conferencing tools	Week 6
15. Store and access files using cloud storage	Week 6
16. Identify the parts of a computer and their functions	Week 7
17. Recognize the purpose of peripheral devices	Week 7
18. Create, format and print documents using Microsoft Word	Week 8
19. Insert graphics using Microsoft Word	Week 8
20. Insert footnotes, citations and bibliographies using Microsoft Word	Week 8
21. Create tables using Microsoft Word	Week 9
22. Create reusable content using Microsoft Word	Week 9
23. Create documents using templates in Microsoft Word	Week 9
24. Understand the purpose and functions of operating systems	Week 10
25. Use system utilities	Week 10
26. Understand the importance of file management and backups	Week 10
27. Create, format and print worksheets using Microsoft Excel	Week 11
28. Construct formulas and functions in Microsoft Excel	Week 11
29. Create charts in Microsoft Excel	Week 11
30. Analyze data by using statistical and logical functions using Microsoft Excel	Week 12
31. Sort and Filter data using Microsoft Excel	Week 12
32. Understand what a computer network is and identify different types of networks	Week 13
33. Recognize threats to security and privacy and explain how to protect against them	Week 13
34. Create, format and print presentations using Microsoft PowerPoint	Week 14
35. Insert and format objects into presentations using Microsoft PowerPoint	Week 14
36. Create a database, tables, and fields using Microsoft Access	Week 15
37. Create table relationships using Microsoft Access	Week 15
38. Create queries, forms and reports using Microsoft Access	Week 15
39. Evaluate different types of software and ways to obtain software	Week 16
40. Understand various licensing models and how to manage software on a system	Week 16
41. Use web productivity tools to store and share documents	Week 16

N. Course Assignments:

- Simulation Exercises
- Quizzes
- Discussions
- Labs
- Problem-based projects
- Papers
- Exams

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70–72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63–66	D	1.00	Below Average
60–62	D-	0.67	Poor
00–59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

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T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found