COURSE OUTLINE

CITA 116
Verizon Computer Applications

Prepared By: S. Dutton

CITA 116– Verizon Computer Applications

A.   <u>**TITLE:**</u> **Verizon Computer Applications**

B.   <u>**COURSE NUMBER:**</u> CITA 116
     <u>**SHORT TITLE**</u>: **Verizon Computer App.**

C.   <u>**CREDIT HOURS**</u>: **3**

D.   <u>**WRITING INTENSIVE COURSE (OPTIONAL)**</u>: N/A

E.   <u>**COURSE LENGTH**</u>: **15 weeks**

F.   <u>**SEMESTER(S) OFFERED**</u>: **Fall**

G.   <u>**HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY**</u>:
     3 lecture hours per week

H.   <u>**CATALOGUE DESCRIPTION:**</u> This course is an introductory course in basic computer orientation to hardware and implementation of software applications in Telecommunications. Students use various software packages to create documents, spreadsheets, graphs, and presentations. The student utilizes this knowledge to solve problems and transfer information via electronic medium.

     Students who successfully complete CITA 116 will be exempt from SUNY Canton's Computer Competency requirements.

I.   <u>**PRE-REQUISITES/CO-COURSES**</u>: Permission of instructor.

J.   **GOALS (STUDENT LEARNING OUTCOMES):**
By the end of this course, the student will:

Course Objective	Institutional SLO
a. Demonstrate a working knowledge of the Windows 7 environment	1. Crit. Thinking 4. Prof. Competence
b. Perform regular computer maintenance to include disk defragmentation, Windows updates and data backup	1. Crit. Thinking 4. Prof. Competence
c. Utilize integrated software packages for word processing, spreadsheets (including lists) and presentation graphics	1. Crit. Thinking 4. Prof. Competence
d. Utilize basic networking concepts	1. Crit. Thinking 4. Prof. Competence
e. Utilize Web 2.0 tools including subscribing to podcasts, reviewing blogs and using Wikis	1. Crit. Thinking 4. Prof. Competence
f. Explain computer system components	1. Crit. Thinking 2. Communication
g. Define various communications and networks including the Internet	1. Crit. Thinking 2. Communication

K.   **TEXTS:** Cengage Bundle ISBN # includes:
Textbooks:
MS Excel 2010 - Illustrated Intro (w/ data file CD)
MS Word 2010 - Illustrated Intro (w/ data file CD)
MS PowerPoint 2010 - Illustrated Brief (w/ data file CD)
Windows 7 - Illustrated Intro (w/ data file CD)
Web 2.0 Course Card Reference
Software:
SAM 2010 Training & Assessment

L.   **REFERENCES:** None

M.   **EQUIPMENT:** Computer Classroom

N.   **GRADING METHOD:** A-F

O.   **MEASUREMENT CRITERIA/METHODS:**
Class Assignments
Quizzes
Individual/Team Projects
Hour Exams

P.   **GENERAL TOPICAL OUTLINE:** N/A

Q.   **DETAILED TOPICAL OUTLINE:**

    I.   Computer Concepts
        A. Hardware
        B. Software
        C. Basic Networking
        D. Blackboard
        E. Next Step E-mail

    II.   Introduction to Windows 7 & Computer Maintenance
        A. Working with Windows
        B. Managing files and folders
        C. Disk defragmentation
        D. Virus, adware & spyware protection
        E. Windows updates
        F. Backup

    III.   Networking
        A. Wireless networking
        B. Network printing

    IV.   Word
        A. Create, edit, and format documents
        B. Import and export text and graphics
            A. Tables

    V.   Excel
        A. Introduction to Excel
        B. Creating, editing, & formatting worksheets
        C. Creating Charts
        D. Importing & exporting worksheet data and graphs
        E. Formulas
        F. Functions
        G. Problem solving via data analysis
        H. Excel lists

    VI.   PowerPoint
        A. Introduction to Power Point
        B. Creating, modifying, and enhancing Power Point presentations

    VII.   Introduction to Web 2.0 Tools

    VIII.   Project (Team presentations)

R.   **LABORATORY OUTLINE:** N/A