Student Learning Outcomes and Course Content (4 Pages):

General Education Code – Section E
COMP 100 is part of Section E of the General Education. Section E's general goal is to have the student understand how human beings function in a technological, cultural and social environments. Through the study of applied arts and science, students should become more integrated and well-rounded individuals.

SLO #1 - Demonstration of Time Management skills – Weeks 1-2
Students should recognize that their academic and personal success requires a commitment of time and energy and taking responsibilities in order to achieve their goals and to benefit from the course.

Course Content:
How could COMP 100 course assist you to mange your time and achieve your goals?

Formative Assessment: Timesheet Homework
- Using MS-Excel spreadsheet, the student is to create a Weekly schedule (Timesheet) of his week days/hours, filling it up with their various activities.
- Using MS-Word to write down personal goals and commitments.

SLO #2 - CSUN Campus/Library Technology Resources Awareness – Weeks 1-2-3-4
Demonstrate the ability and confidence to locate, access and utilize CSUN computer resources through available technology, to enhance their learning and university life

Course Content:
Introduction to University Policies and Procedures, Library Resources and Research, Information Technology Resources (ITR), Wireless Networking (VPN services) , CSUN email – Webmail (read, write, reply, forward documents (professor-student, student-student, copy to professor), address, list of addresses, attachments, save, customize w/your signature) MOODLE, use of MYITLAB (Course's Training & Assessment software), Organization of data on storage media (Udrive and USB flash card), Introduction to FTP (Software Downloads), Server and Client concept,. Using Search Engines, Using Web Browsers like Explorer, Firefox, (URL's, hyperlinks, home pages, access, read, basic actions and buttons on a page, interacting with a page, bookmarks)

Formative Assessment: Assortment of Homework and monitoring of MYITLAB
- Send their instructor an email from their CSUN Webmail account.
- A "Web Hunt" Group project that encourages the students to search the web using Search Engines for the correct and concealed answers.
- Library Research Report using Library Resources (Group Project using MS-Word MLA Bibliography)
- Utilizing MYITLAB/MOODLE Discussion Board Hypernews postings (throughout the semester)
- Download programs and data files onto their USB flashcards/Udrive Mapping
- Ongoing use of MYITLAB exercises and trainings during the semester.

SLO #3 - To achieve and demonstrate skills proficiency and a working knowledge of Windows XP operating system and MS-Office 2010 including:Word, Excel, PowerPoint, Access. Start on Week 1 and continue throughout semester

Course Content:
Introduce concepts of Windows 7 New operating system, MS-Office 2010 including: word processing (MS-Word), spreadsheets (MS-Excel), Presentations (MS-PowerPoint) and databases (MS-Access) as a commonly used development environment for businesses. While a considerable introduction and review of basic concepts will be covered, the focus will be on developing critical-thinking and problem-solving skills in the "Real World" using MS Office 2010 as a tool.

Formative Assessment: (MYITLAB, Group Projects, Quiz, Homework assignments)
- Students are to take a series of MYITLAB Training exercises on all MS-Office Modules (Word, Excel, Access, PowerPoint). In <u>the Training mode</u>, it takes the student through Practice Steps. In <u>the Exam mode</u> they can be permitted to repeat the task or the exam several times before passing.
- THE NEW GRADER PROJECT is automatic Online Grading based on Whole projects to be done by the student off line at home. Using Hands-On Exercises, Mid-Level Exercises, Capstone Exercises, Mini Cases as homework from the Word book.
- To deliver a public, all-encompassing and comprehensive PowerPoint presentation (Incorporating all aspects of his/her acquired skills), to be graded by the Instructor in conjunction with feedback from classmates
- A group project, using a Team Assessment Rubric that takes the students Beyond the "Recipe". The students are to design a project that demonstrates student's knowledge of MS-Office application. It involves Project Management, Team Work, Critical Thinking, and Problem Solving and reflects complicated tasks that students will encounter in the workplace. Topics could include: Companies on the Cutting Edge Technology News, Computer History /Timeline, Technology Trailblazers, Career Corner, Computer Issues, Wireless Communications. Students are evaluated based on the depth of their information, amount of their role and participation and quality of their presentation. Peer Review is also included as part of their entire assessment

SLO #4 – To discover and learn the basic general computer "Key Terms" and vocabulary. This knowledge is required to be computer literate in today's digital world start on Week 1 and continue

Course Content:

Introduction to Computers, Computer History, Internet, Making use of the World Wide Web, The components of the System Unit, Input and Output, Digital Imaging and Video Technology, Storage, Operating Systems and Utility programs, PC Buyer's Guide, Communications, Computer Security, Ethics, and Privacy, Digital Entertainment.

Formative Assessment: (MYITLAB , Book's website, Quiz, Group Project)
- Timeline Computer History Quiz
- MYITLAB Quizzes, using T/F, M/C, Short Answers, Matching etc. on the Chapters discussed
- A "How to buy a PC" Group project that utilizes the student's acquired accumulated knowledge of all the computer terms and components and their Internet Search and browsing skills

SLO #5 - Practical Computer Security
To educate our GE students to defend themselves against computers attacks.
To Increase our students' awareness and their knowledge of information Security.
Start on Week 1 and continue throughout semester.

Course Content:
Identify ways to safeguard against information theft, attacks and failure (viruses, worms, Trojan Horses, Denial of Service attacks, back doors, spoofing, phishing, sniffing, hardware and software theft and vandalism, unauthorized access and use). Identify risks and safeguards associated with wireless communications.

Formative Assessment: (MYITLAB Quiz, Group Project)

- MYITLAB Quizzes, using T/F, M/C, Short Answers, Matching etc. on the Chapters discussed
- A "Group Project" designed by the instructor based on current News.

SLO# 6 Increase knowledge and awareness of Personal Computers and Information Privacy
To learn techniques in how to safeguard his/her personal Information and privacy. To know his/her individual rights as a consumer and a citizen.
To regain control of the tracking of his/her Internet surfing habits, start on Week 1 and continue throughout semester.

Course Content:

Student to Recognize and Discuss issues related to his/her Privacy while browsing the web or shopping online. Learn the steps and tips to become savvy online shoppers, avoid Online Fraud, Spam, Cookies, Electronic Profiling. Learn to preserve and protect your Identity

Formative Assessment: (MYITLAB Quiz, Group Project)

- MYITLAB Quizzes, using T/F, M/C, Short Answers, Matching etc. on the Chapters discussed
- A "Group Project" designed by the instructor based on current News.

SLO # 7 - Demonstrate the appreciation of the legal and ethical dimensions of the use of computers, Wireless, Internet and Information

Course Content:

Student to recognize and discuss issues related to information accuracy, Intellectual Property Rights, Codes of Conduct and to learn about related Federal Acts and Laws, Copyright Laws, Loyalties. Discuss and Recognize Information Technology Codes of Conduct

Formative Assessment: (MYITLAB Quiz, Group Project)

- MYITLAB Quizzes, using T/F, M/C, Short Answers, Matching etc. on the Chapters discussed
- A "Group Project" designed by the instructor based on current News.

SLO# 8 - Physical and Mental Health Concerns of Computer Use
To realize the health hazards involved in computer use.
To recognize and understand how to cope with and then treat computer addiction.
Introduction to Computer Workstation Ergonomics

Course Content:

To prevent health-related disorders and injuries due to computer use
To know when and how to treat computer addiction.
To understand the symptoms of computer addiction

Formative Assessment: (Courseport website, Group Project)

- MYITLAB Quizzes, using T/F, M/C, Short Answers, Matching etc. on the Chapters discussed
- A "Group Project" designed by the instructor based on current News.

SLO# 9 - Environmental and Global Concerns
Awareness, Observation, Perception, Sensitivity about the faith of the environment
To understand the relationship between computer waste and the environment
Students will be introduced to global security concerns

Course Content:
To understand the importance of the environment.
To create a concern for global computer security.

Formative Assessment: (Courseport website, Group Project)
- MYITLAB Quizzes, using T/F, M/C, Short Answers, Matching etc. on the Chapters discussed
- A "Group Project" designed by the instructor based on current News.