

Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: Introduction to Computers

Course Number: CINS 101

Lecture hours: 3

Lab Hours: 0

Credit Hours: 3

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description:

An introduction to computer concepts and the impact of computers on society. The course includes an overview of the uses of computers in the home, education, and industry. The personal computer and its practical use will be emphasized. Students will use a variety of applications, including, but not limited to, word processing, spreadsheet, database, presentation, Internet browser, and e-mail software. The course is designed to give the student the knowledge and skills required to be computer literate in our present digital world.

Prerequisites: None

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

1. Define a computer, listing its four main functions.
2. Recognize, identify and distinguish computer components, which include hardware, software, and networking.
3. Recognize and identify Internet components, URLs, World Wide Web, and email
4. List ways to manage online annoyances like spam, cookies, adware, spyware, malware, phishing, and Internet hoaxes.
5. List ways to protect a computer from viruses.
6. Define e-commerce.
7. Start the current Windows operating system and work with windows, folders, and files.
8. Use a Web Browser to navigate and search the Internet.
9. Create, edit, save, and print documents using current version of Microsoft Word.

Learning Outcomes (Continued)

10. Create and manipulate a presentation using the current version of Microsoft PowerPoint.
11. Create and edit spreadsheets which include functions, formulas and charts using the current version of Microsoft Excel.
12. Create and manipulate a simple database using the current version of Microsoft Access

Assessment Measures: To be provided by College Campus

Library Resource Center:

The Delta Library and Learning Resource Center is committed to providing quality information and learning resources and services, including technology, in supporting the overall mission of Delta Community College and its commitment to lifelong learning.

Special Accommodations:

Louisiana Delta Community College complies with Section 504 of the Rehabilitation Act, as well as the Americans with Disabilities Act. Students with disabilities who attend the Monroe campus may make a request by contacting the Director of Counseling and Disability Services (See College Directory for contact information.) at the beginning of each semester. Reasonable accommodations will be attempted for students with documented disabilities. If an impairment is identified later in the semester, a non-retroactive accommodation plan will be developed. Students at satellite campuses should contact the Coordinator of Student Affairs at their particular campus.

Title IX:

Louisiana Delta Community College is committed to protecting the rights of students, which includes compliance with Title IX requirements. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. Students with Title IX concerns should contact the College's Title IX Coordinator (See College Directory for contact information.) Students are required to complete Sexual Assault Awareness and Prevention Online Training. Access to this online course will be sent out through the Delta email account.

Student Code of Conduct:

Louisiana Delta Community College encourages an environment of academic integrity and mutual respect. Students should read and follow both academic and behavioral expectations identified in the Code of Student Conduct that can be found online at www.ladelta.edu. Students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner. The Honor Code prohibits academic misconduct such as cheating, engaging in unauthorized collaboration, and plagiarism. Violations of the Code of Student Conduct may result in disciplinary action as provided in the Code. Incidents are reported through the online Student Conduct system.