

Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: Internet & Computing Literacy

Course Number: CINS 102

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: Covers a broad range of computing concepts and techniques, including computer hardware and software; operating systems and file management; word processing, spreadsheet, presentation, and database essentials; network fundamentals; electronic communications; using the Internet and the World Wide Web; computer safety and ethics; and an understanding of the impact of computing and the Internet in society. This course is designed to give the students the knowledge and skills required to be computer literate in our present digital world as well as *prepare students for the Internet and Computing Core Certification 3 (IC3) Exam.*

Prerequisites: None

Learning Outcomes:

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

1. Demonstrate an understanding of computer fundamentals related to computer hardware, software, and operating systems.
2. Demonstrate fundamental skills using word processing, spreadsheet, presentation, and database software.
3. Demonstrate a basic understanding of networks and the Internet, electronic mail, and the impact of computing and the Internet on society.
4. Take the IC3 Certification Exam.

Assessment Measures:

1. Assessment measures may include, but are not limited to essays, presentations, speeches, portfolios, performances, individual and collaborative projects, in-class activities, lab reports, homework, quizzes, exams, industry-based standards, simulated training activities, and certification exam.

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 Louisiana 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.