

# Louisiana Delta Community College

## Academic Affairs Master Syllabus

**Course Name:** DIGITAL LITERACY

**Course Number:** CPTR 1010

**Credit Lecture hours:** 2      **Credit Lab Hours:** 2      **Contact Hours:** 90

**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:** IC3–The Digital Literacy Certification courseware provides skills training and assessment for a broad range of computing concepts and techniques, including competency in computer hardware and software, operating systems, word processing and spreadsheet functions, networks and the Internet, electronic mail, and an understanding of the impact of computing and the Internet in society.

The courseware is divided into three modules corresponding to the three exams that form the IC3 certification:

- Module 1 – Computing Fundamentals
- Module 2 – Key Applications
- Module 3 – Living Online

Completion of this course prepares students for the IC3 exam. See certifications below.

**Prerequisites:** None

**Co-requisites:** None

### **Learning Outcomes:**

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

#### **IC<sup>3</sup> — Computing Fundamentals**

##### **Computer Hardware:**

- Identify different types of computers, how computers work (process information) and how individual computers fit into larger systems
- Identify the function of computer hardware components and common problems associated with individual components
- Identify issues relating to computer performance and how it is affected by different components of the computer
- Identify the factors that go into a decision on how to purchase a computer or select a computer for work, school, or home

## **Learning Outcomes continued:**

### **Computer Software**

- Identify how software works and how software and hardware work together to perform computing tasks
- Identify different types of software, the tasks for which each type of software is most suited, and the popular programs in each software category

### **Using an Operating System:**

- Identify what an operating system is and how it works
- Be able to manipulate and control the Windows desktop, files and disks
- Be able to change system settings and install software

## **IC<sup>3</sup> — Key Applications**

This exam covers the following areas:

### ***Common Program Functions:***

- Be able to start and exit a Windows application and utilize sources of online help
- Identify common on-screen elements of Windows applications, change application settings, and manage files within an application
- Perform common editing (cut, copy, paste, spell check, etc.) and formatting (fonts, margins, tabs, etc.) functions
- Perform common printing functions

### ***Word Processing Functions:***

- Be able to format text and documents including the ability to use automatic formatting tools
- Be able to add tables and graphics to a document

### ***Spreadsheet Functions:***

- Be able to modify worksheet data and structure
- Be able to sort data and manipulate data using formulas and functions
- Be able to format a worksheet
- Be able to add pictures and charts to a worksheet

## **IC<sup>3</sup> — Living Online**

This exam covers the following areas:

### ***Networks and the Internet:***

- Identify network fundamentals and the benefits and risks of network computing
- Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet

### ***Electronic Mail:***

- Identify how electronic mail works
- Identify how to use an electronic mail application
- Identify the appropriate use of e-mail and e-mail related "netiquette"

### ***Using the Internet:***

- Identify different types of information sources on the Internet
- Be able to use a Web browsing application
- Be able to search the Internet for information

### ***The Impact of Computing and the Internet on Society:***

- Identify how computers are used in different areas of work, school, and home
- Identify the risks of using computer hardware and software
- Identify how to use the Internet safely and legally

**Assessment Measures:** To be provided by the 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](http://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.