College of Micronesia-FSM
Course Outline

GENERAL INFORMATION:

Course Code and Title: CA100 Computer Literacy		
Course owned by program: General Education		
Campus: Chuuk, CTEC, Kosrae, National, , Yap	**Initiator:** Marlene Mangonon	**Date:** September 9, 2024
Course Description: This course covers basic computer concepts. It introduces the computer system to the student as an essential tool that, with the support of its hardware and software components, can be used to attain literacy in computing. The course outlines the main distinctions between hardware and software components of a modern day computer and makes sure to equip the student with necessary skills required in order to demonstrate an adequate level of proficiency in the usage of these components. Basic skills in using Internet and web-based- search engines is also provided with an emphasis on accessing credible information and data resources in conducting academic research and reporting.		

COURSE HOURS/CREDITS:

		Hours per Week		No. of Weeks		Total Hours		Semester Credits
Lecture						/16		
Laboratory						/48		
Lecture/Lab		3		16		/16		48
Workshop						/48		
				Total Semester		Credits		3

PURPOSE OF COURSE:

[X] Degree requirement
[ ] Degree elective
[ ] Certificate
[ ] Other

PREREQUISITES: ESL 089 Reading V

PSLOs OF OTHER PROGRAMS THIS COURSE MEETS:

PSLO#	Program
N/A	

CC Chair signature: _____ **Date recommended:** Feb 5, 2025

VPIA signature: _____ **Date approved:** 2/07/2025

1) INSTITUTIONAL STUDENT LEARNING OUTCOMES

[ ]	1. **Effective oral communication**: capacity to deliver prepared, purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
[ ]	2. **Effective written communication**: development and expression of ideas in writing through work in many genres and styles, utilizing different writing technologies, and mixing texts, data, and images through iterative experiences across the curriculum.
[X]	3. **Critical thinking**: a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
[ ]	4. **Problem solving**: capacity to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.
[ ]	5. **Intercultural knowledge and competence**: a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
[X]	6. **Information literacy**: the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
[X]	7. **Foundations and skills for life-long learning**: purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence.
[ ]	8. **Quantitative Reasoning**: ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations; comprehends and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats.

2) PROGRAM STUDENT LEARNING OUTCOMES (PSLOs): The student will be able to:

GE_CSLO_ 2.2. Demonstrate understanding of the modes of inquiry by identifying an appropriate method of accessing credible information and data resources; applying the selected method; and organizing results.

3) COURSE STUDENT LEARNING OUTCOMES (CSLOs) (General): The student will be able to:

1. Explain the basic concepts of a computer system;
2. Demonstrate basic skills in using hardware components of a computer system;
3. Demonstrate basic skills in using software components of a computer system; and.
4. Demonstrate basic skills in using the Internet.

4) COURSE STUDENT LEARNING OUTCOMES (CSLOs) (Specific): The student will be able to:

CSLO (General) 1: Explain the basic concepts of a computer system.			
Student Learning Outcome (specific)	ISLO	PSLO	Assessment Strategies
1.1. Describe main characteristics of a computer system.	3,7	2.2	The student will complete an assignment graded with a rubric. The student will explain basic concepts of a computer system by describing main characteristics of a computer system.
1.2. Identify categories of hardware.	7	2.2	The student will complete an assignment graded with a rubric. The student will explain basic concepts of a computer system by identifying categories of hardware
1.3. Identify categories of software.	7	2.2	The student will complete an assignment graded with a rubric. The student will explain basic concepts of a computer system by identifying categories of software.
1.4. Describe the inter-relationship between the various hardware and software components.	3, 7	2.2	The student will complete an assignment graded with a rubric. The student will explain basic concepts of a computer system by describing the inter-relationship between the various hardware and software components.
CSLO (General) 2: Demonstrate basic skills in using hardware components of a computer system.			
Student Learning Outcome (specific)	ISLO	PSLO	Assessment Strategies
2.1. Use input devices.	7	2.2	The student will complete an interactive module exam graded with a rubric. The student will demonstrate basic knowledge and skills in hardware devices of a computer system by using input devices.
2.2. Use output devices.	7	2.2	The student will complete an interactive module exam graded with a rubric. The student will demonstrate basic knowledge and

			skills in hardware devices of a computer system by using output device.
2.3. Use storage devices.	7	2.2	The student will complete an interactive module exam graded with a rubric. The student will demonstrate basic knowledge and skills in hardware devices of a computer system by using storage devices.
CSLO (General) 3: Demonstrate basic skills in using software components of a computer system.			
Student Learning Outcome (specific)	ISLO	PSLO	Assessment Strategies
3.1. Use system software.	7	2.2	The student will complete a module training assignment graded with a rubric. The student will demonstrate basic skills in using software components of a computer system by using a system software.
3.2. Use an email.	7	2.2	The student will complete a module training assignment graded with a rubric. The student will demonstrate basic skills in using software components of a computer system by using system software. using an email.
3.3 Use a word processor.	7	2.2	The student will complete a module training assignment graded with a rubric. The student will demonstrate basic skills in using software components of a computer system by using a word processor.
3.4. Use a spreadsheet.	7	2.2	The student will complete a module training assignment graded with a rubric. The student will demonstrate basic skills in using software components of a computer system by using a spreadsheet.
3.5. Use a presentation.	7	2.2	The student will complete a module training assignment graded with a rubric. The student will demonstrate

			basic skills in using software components of a computer system by using a presentation.
3.6. Use a database.	7	2.2	The student will complete a module training assignment graded with a rubric. The student will demonstrate basic skills in using software components of a computer system by using a database.
CSLO (General) 4: Demonstrate basic skills in using the Internet.			
Student Learning Outcome (specific)	ISLO	PSLO	Assessment Strategies
4.1. Search for information and resources.	6	2.2	The student will complete a hands-on project assignment graded with a rubric. The student will demonstrate basic skills on the Internet by searching for information and resources.
4.2. Use Boolean search techniques.	6	2.2	The student will complete a hands-on project assignment graded with a rubric. The student will demonstrate basic skills on the Internet by using Boolean search techniques.
4.3. Use referencing and citation techniques.	6	2.2	The student will complete a hands-on project assignment graded with a rubric. The student will demonstrate basic skills on the Internet by using referencing and citation techniques.
4.4. Download and upload files.	6	2.2	The student will complete a hands-on project assignment graded with a rubric. The student will demonstrate basic skills on the Internet by downloading and uploading files.
4.5. Research online.	6*	2.2	The student will complete a research paper graded with a rubric. The student will demonstrate basic skills on the Internet by researching online.

5) COURSE CONTENT:

1. Computer System

2. Software

3. Email Application

4. Word Processor Application

5. Spreadsheet Application

6. Presentation Application

7. Internet – Web-based Search

8. Database Application

6) METHOD(S) OF INSTRUCTION:

[X] Lecture [X] Cooperative learning groups
[ ] Laboratory [X] In-class exercises
[X] Audio visual [X] Demonstrations
[X] Other: Learning Management System (LMS)

7) REQUIRED TEXT(S) AND COURSE MATERIALS:

Sandra Cable, et al. The Shelly Cashman Series® Collection, Microsoft® 365® & Office® 2021. 1st ed., Cengage Learning (or recent edition)

8) REFERENCE MATERIALS:

9) INSTRUCTIONAL COSTS:

None

10) EVALUATION:

The summative evaluation will be based on hands-on projects, midterm exam, and final exam. The student is required to pass this course with a grade of C- or better.

11) CREDIT BY EXAMINATION:

None