

Common Course Outline

OFAD 114 IT Essentials 3 Credits

Community College of Baltimore County

Description

OFAD 114 – 3 credits – IT Essentials introduces fundamental technology concepts and software applications to enable students to apply technology solutions in their professional, academic, and personal endeavors. Through hands-on activities, students will combine information literacy skills with spreadsheet, word processing, and presentation software to gather, organize, format, and present information, using the computer as both a resource and a tool. *Note: This course is intended for students with limited computer and Microsoft Office knowledge.*

Prerequisite: ACLT 052; MATH 081 or with consent of program coordinator.

Overall Course Objectives

Upon completion of this course, students will be able to:

1. define essential information technology terms; (III; 1)
2. manage and store files and folders electronically using a variety of storage media; (III; 4)
3. locate information using appropriate digital academic resources; (III, IV; 2)
4. critique digital and print resources to research and communicate information effectively; (I, II, IV; 2)
5. discuss the ways technology has contributed to the behavior of society; (I, II; 6)
6. examine how the emergence of mobile technology has transformed society; (I, II, III, IV, VI; 6)
7. explain the importance of security and privacy; (I, III, VI, VII; 7, 8)
8. identify legal and ethical issues that impact all technology users; (VI, VII; 7)
9. compare and contrast the features, capabilities, and limitations of desktop software, web apps, and mobile apps; (I, II, III, V; 1, 4)
10. demonstrate an introductory skill level with word processing, spreadsheet, and presentation software; (III, V; 3, 5)
11. evaluate the impact technology has had on a variety of emerging global issues; (I, II, IV, VI; 2, 6) (will have a substantive written assignment)
12. assess a technology need to create a technology solution; (I, II, III, IV, V; 5)
13. discuss ways that the technology industry has worked to decrease the digital divide; (I, IV, VI; 2, 6)

14. collaborate to produce and share documents; and (I, III; 1, 3, 4, 9)
15. integrate technology, software application, and information literacy skills to collect data, organize data electronically, analyze data, and convert data into information. (I, II, III, IV, V, VI; 3, 5)

Major Topics

- I. Essential Information Technology Concepts
- II. Mobile Technologies
- III. Technology Needs
 - A. Needs assessment
 - B. Limitations and features of hardware and software
- IV. Web Skills
- V. Shared Resources
- VI. Information Literacy
 - A. Research databases
 - B. Digital resources
 - C. Citing sources
- VII. Basic Microsoft Office Skills
 - A. File management
 - B. Word processing software
 - C. Spreadsheet software
 - D. Presentation software
- VIII. Online Communication and Collaboration
 - A. Collaborative tools
 - B. Web apps
 - C. Social media
- IX. Computer Ethics and Legal Issues
- X. Security and Privacy
- XI. Global Citizenship and Technology
 - A. Third World and emerging economies
 - B. Language technologies
 - C. Sustainability
 - D. Net neutrality
- XII. Digital Divide
 - A. Barriers to technology access
 - B. Government censorship

Course Requirements

Grading procedures will be determined by the individual faculty member but must include the following:

- At least three written assignments
- Research assignment with written paper, global technology topic, minimum 750 words
- Comprehensive technology project, including a written reflection and an oral presentation
- Microsoft Word, Excel, and PowerPoint technology capstone projects to demonstrate problem-solving skills
- Final exam

Written Assignments: Students are required to utilize appropriate academic resources.

Other Course Information

This is an approved 3-credit General Education Information Technology course. CCBC's General Education courses provide experience and skills in written and oral communication; critical analysis and reasoning; technological competence; information literacy; scientific and quantitative or logical reasoning; local and global diversity, and personal and professional ethics. This course is an approved General Education course in the Information Technology category. Please refer to the current CCBC Catalog for category-specific General Education criteria.

This course is taught in a computerized environment.