# 5/18/2021

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 27 April 2021

Term and Year of Implementation: Fall 2021

**Course Title:** Internet and Computer Literacy

**BRCC Course Rubric:** INTE 1013

**Previous Course Rubric**: INTE 1010

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 1-6-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 15-90-105

**Louisiana Common Course Number:**

**CIP Code:** 11.0301

**Course Description:** Covers a broad range of computing concepts and techniques, including 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. This course prepares students for the Internet and Computing Core Certification 3 (IC3) exam.

**Prerequisites:**  Eligibility for MATH 0097 and ENGL 0093

**Co-requisites:** INTE 1103, 1203, and 1803, or Department Approval

**Suggested Enrollment Cap:** 20

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Demonstrate an understanding of computer fundamentals related to computer hardware, software, and operating systems.

2. Apply word processing and spreadsheet functions to a variety of applications.

3. Demonstrate a basic understanding of networks and the Internet, electronic mail, and the impact of computing and the Internet on society.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

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, and simulated training activities.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. IC3 – Computing Fundamentals

a. Computer Hardware

b. Computer Software

c. Using an Operating System

II. Key Applications

a. Common Program Functions

b. Word Processing Functions

c. Spreadsheet Functions

d. Communicating with Presentation Software

III. Living Online

a. Communication Networks and the Internet

b. Electronic Communication and Collaboration

c. Using the Internet and the World Wide Web

d. The Impact of Computing and the Internet on Society