CMI COURSE CURRICULUM
COURSE ACTION

Course Title: Essentials of Computing **Version No.** 01

Alpha Number: ICS 090 **CIP No.** 11.0101

Type of Action:

_✓_ New Course (attach narrative justification for course creation)

_____ Substantive Revision (attach narrative justification for changes, including assessment and/or achievement data and feedback from the advisory committee if relevant)

Select all that apply:
_____Change in number of credit hours
_____Change in prerequisite
_____Substantive change in course content
_____Change to SLOs _____Other:

_____Non-substantive Revision
Select all that apply:
_____Change in Alpha Number or Title (unless letter abbreviation has not previously been used)
_____Edit to course description that does not alter the substance of the course
_____Change to recommended texts
_____Other

_____ Reinstitution of Archived Course (attach narrative justification for reinstitution, including evidence of demand, evidence of capacity, feedback from the advisory committee if relevant, and commentary that speaks directly to the reasons the course was initially archived)

_____Reaffirmation of Course (only allowable if course completion rate exceeds ISS, the benchmark has been met for the majority of SLO assessments, and there is no evidence of inequitable levels of achievement across subpopulations; attach evidence)

Approvals:

	Name	**Signature**	**Date**
Department Chair	Mr. Edward Alfonso	DocuSigned by: 1C652FF7AC1E4C5...	10/23/2024
Curriculum Committee Chair	Mr. Edward Alfonso	DocuSigned by: 1C652FF7AC1E4C5...	10/23/2024
Dean	Ms. Vasemaca Savu	DocuSigned by: A656D7CD46154E6...	10/22/2024
VPASA	Dr. Elizabeth Switaj	DocuSigned by: 89BEB3BDDC23455...	10/30/2024

CMI COURSE OUTLINE

CIP No. 11.0101 **Version No.** 1

Alpha Number: ICS 090 **Course Title:** Essentials of Computing

Course Description:
Provides students with the fundamental concepts of Information Technology, the Internet, and the Worldwide Web, Software, Hardware, Communications & Networks, and issues regarding Privacy, Security and Ethics. This course will enable students to categorize both Software and Hardware and learn how they interact as major components of a Computer System; furthermore, create a professional document using data and information from different application software. This course prepares students for higher level ICT & Computing courses.

Course originally prepared by: Solomone Pule/Curtis Vila **Department:** STEM **Month/Year:** Aug/2024

Course mode(s): ✓ Face to Face (including Zoom) ____ Hybrid ____ Distance Education

Credits calculated by: ✓ Credit Hour ____ Clock Hour

Contact Hours: 90

Type	No. of Hours	No. of Credits	Maximum No. of Hours Online
Lecture/Seminar/Workshop	45	3	
Clinical			
Practicum			
Lab/Tutorial	45	1	
Fieldwork			
Studio Time			
Total	**90**	**4**	

Purpose(s) of Course:
Degree Requirement _____
Degree Elective _____
General Education _____
Credit Certification _____
Developmental ✓
CTE/TVET _____
ABE/Adult HS _____

Distribution Area:
Humanities _____
Social Sciences _____
Mathematics (Credit) _____
Science _____

Prerequisite: ENG 80s and MATH 80s, or Placement

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

1. Utilize the internet and the worldwide web properly as information tools
2. Employ different Basic Application Software
3. Classify Hardware components and illustrate how they interact
4. Create a diagram of a Communication system and label its components
5. Identify different network types and topologies
6. Assess a given scenario and identify whether it concerns the issue of privacy, security, or ethics.

SLO Mapping:

Prerequisite Course SLO	Linked SLO from this Course	Explanation
Eng 087 SLO 4: Implement the academic writing process in paragraphs and reflections.	1-5	Skills in reading and writing are able to introduce the essential of computing skills.
Math 088 SLO 5: Solve word problems using basic operations and the four problem solving steps in Polya's How to Solve It.	1-5	Problem Solving Skills able to understand the essential of computing skills.
Math 089 SLO 1: Solve word problems using real numbers.	1-5	Foundational mathematics skills are able to master the essentials of computing skills.

Links to Program Learning Outcomes:

SLO	Linked PLO	I/P/M	Explanation of Link
1 & 6	PLO 2: **Graphs:** Through the creation and analysis of graphs, demonstrate the ability to both compare and quantify changes.	P	These SLO's 1 & 6 directly link to PLO 2 in enabling students to navigate, search, and evaluate information effectively using digital tools and resources safely, securely and ethically.
2	PLO 3: **Quantitative Problems:** Recognize, construct and use equivalent mathematical expressions in order to simplify or solve quantitative problems.	P	This SLO 2 introduces the basics for PLO 3
3	PLO 1: **Equations and Inequalities:** Formulate and solve algebraic equations and inequalities. & PLO 4: **Word Problems:** When solving word problems, demonstrate the ability	I	This SLO 3 introduces the required fundamentals for PLO 1 & 4

	to (i) understand the conditions, (ii) formulate a plan appropriate to the conditions, (iii) execute the plan, and (iv) logically examine the solution.		
4 & 5	PLO 4: **Word Problems:** When solving word problems, demonstrate the ability to (i) understand the conditions, (ii) formulate a plan appropriate to the conditions, (iii) execute the plan, and (iv) logically examine the solution.	I	These SLO's 4 & 5 provide the basics for PLO 4

Course Content: Students in this course will be introduced to:

1. The Internet and the World Wide Web as Information Tools
2. The Concepts of e-Commerce, Cloud Computing, and Internet of Things
3. Software – categories and their uses
4. Hardware – The System Unit, I/O Devices, & Storage
5. Communication System & Networks
6. Issues of Privacy, Security, Ethics, and Netiquette

Higher Order Thinking Skills: Students in this course will experience:

✓ Analyzing the basic elements of an idea, experience, or theory

✓ Making judgments about the value or soundness of information, arguments, or methods

✓ Applying theories or concepts to practical problems or in new situations

Recommended Methods of Instruction

✓ Demonstration

✓ Lecture

✓ Small group discussion

✓ Class discussion

✓ Audio-Visual Aids

✓ Lab/Tutorial Session

✓ Supervised Practice

_____ Field Trips

_____ Other:

Recommended Assessment Tool Type(s):

_____ Case Study

_____ Critique of Performance

✓ Exam/Quiz In-Course

_____ Exam/Quiz Standardized (attach narrative describing development and validation process)

_____ Focus Group

✓ Group Project

_____ Individual Project

_____ Observation

_____ Portfolio Review
_✓___ Presentation
_____ Simulation
_____ Skill Performance
_____ Supervisor Evaluation
_____ Survey
_✓___ Written Assignment

Required Forms of Regular and Substantive Interaction for Hybrid or Distance Education Courses (Select at Least Two):

_____ Direct instruction through:
_____ Live video lectures
_____ Live audio-only lectures
_____ Live text chats
_____ Assessing or providing feedback on a student's coursework
_____ Providing information or responding to questions about the content of a course or competency through:
_____ Live video discussions
_____ Live audio-only discussions
_____ Live text chats
_____ Asynchronous message boards or text chats
_____ Facilitating a group discussion regarding the content of a course or competency through:
_____ Live video discussions
_____ Live audio-only discussions
_____ Live text chats
_____ Asynchronous message boards or text chats
_____ Other, specify:

Note: for distance education courses, if only two are selected, both must occur within the course on a weekly basis. If more than two are selected, the instructor may choose which two are used during each week.

Equipment and Materials:

1. **Recommended Text**
   - O'Leary T. J. O'Leary L. I. & O'Leary D. A. (2019). ***Computing Essentials: Making it work for you 2019.*** McGraw. ISBN-13: 978-1260098563
   - Lambert, J., & Frye, C. (2022). ***Microsoft Office Step by Step (Office 2021 and Microsoft 365).*** Microsoft Press. ISBN-13: 978-0137544769
   - Tech Demystified. (2021). ***MICROSOFT ACCESS 2021: The Concise Microsoft Access A-Z Mastery Guide for All Users.*** Independently published. ISBN-13: 979-8450008790
2. **Equipment/Facilities:**
   - Computer lab with Internet access
3. **Materials and Supplies:**
   - SOFTWARE SUITE: Microsoft 365 (Office 2021 and Access 2021)
   - PRINTING SUPPLIES: Printer/Copier/Scanner, Bond Paper, Stapler

Connection to College Mission:

The College of the Marshall Islands will provide our community with access to quality, higher and further educational services, prioritize student success through engagement in relevant Academic, Career and Technical Education, and be a center for the study of Marshallese Culture. It will also provide intellectual resources and facilitate research specific to the needs of the nation. *EC approved 4th Nov, 2020. BOR approved 1st December, 2020*

This course connects to the College Mission by providing access to quality, higher and further educational services specifically in the area of ICT & Computing by serving as a development course for such; prioritizing student success through engagement in relevant Academic, Career and Technical Education. With this development course, it emboldens CMI as a model ICT & Computing educational center for RMI; upholding the values of being skillful and knowledgeable again in the area of ICT & Computing, confirming the importance of seeking knowledge and being inquisitive in this information and technological era.

Connection to Department Mission:

The mission of the Science, Technology, and Mathematics (STeM) Department is to provide science, technology and mathematics courses to support academic programs and prepare students seeking careers in marine science or an advanced education in a STeM discipline. *Approved by CC on March 5, 2018. Approved by IEC on March 14, 2018.*

- Provides a solid foundation for all ICT & Computing courses.
- Support ICT & Computing programs and prepare students seeking careers or an advanced education whether in Computer Science (CS), Information Technology (IT), or Information Systems (IS) as branches of the STEM Department.

Narrative Justification for Course Creation: (*Preparation course for newly developed ICS Programs*)

Empowering Digital Literacy

In today's technology-driven world, computer literacy has become an essential skill for individuals from all walks of life. Whether it's for personal use, professional development, or even basic communication, having a solid understanding of computers and their fundamental concepts is crucial.

Thus, the creation of an Essentials of Computer course is essential in empowering individuals with the knowledge and skills needed to thrive in the digital age. By bridging the digital divide, fostering personal and professional growth, promoting digital safety and security, enhancing communication and collaboration, and nurturing digital citizenship. This course will equip learners with the necessary tools to navigate the digital landscape confidently and responsibly; and ultimately prepares a learner who wants to major in the learning paths of Computing Science (CS), and/or Information Technology (IT), and/or Information Systems (IS)

CC Approved: July 31, 2024