

TEACHING MODULE

- **Billie Evans, Vance-Granville Community College**
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- **COURSE TITLE AND NUMBER: CIS 110 Introduction to Computers**
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- **MODULE TITLE (optional): Globalization Project**
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DESCRIPTION OF MODULE

This module will have the student focus on computer usage in other countries. They will research and report on topics and skills covered throughout the semester.

OBJECTIVES

1. Describe computer usage in education, finance, government, healthcare, science, publishing, and travel.
2. Describe computer usage in households.
3. Describe the type of hardware/software used for personal and/or business use.
4. Describe internet policies/restrictions for personal and/or business use.
5. Describe security policies for personal/business use.
6. Describe privacy policies for personal/business use.
7. Compare/contrast uses, policies, restrictions of computers in the US and other countries.
8. Prepare a report/project using skills learned in Microsoft Word, Excel, Access, and PowerPoint.

METHODOLOGY

Lectures/Discussions:

There will be lecture and discussions about computer usage in the US and how it compares to other countries.

Readings:

There will be assigned readings from the textbook.

Assignment:

Students will choose a country to research regarding their computer usage. This will be a 16-week project. They will pick topics from their textbook to research and report on. They will present their findings using the skills acquired during the Microsoft Office application lessons. The final project will include a Word document, Excel document, Access document, and PowerPoint document summarizing the information they obtained during their research.

Evaluation:

Students will be evaluated on the research completed and final document submitted as follows:

Research – Content 40%
Word Document 25%
Excel Document 10%
Access Document 10%
PowerPoint Document 15%

RESOURCES

Textbooks:

Shelly, Vermaat (2008) Discovering Computers 2009 Introductory (Course Technology, Cengage Learning)

Shelly, Cashman, Vermaat (2008) Microsoft Office 2007 Essential Concepts and Techniques (Thomson Course Technology)

Other Sources:

<http://www.infoplease.com/countries.html>

www.epals.com

www.iecc.org