Course Outline

COURSE: CSIS 1  DIVISION: 50  ALSO LISTED AS:

TERM EFFECTIVE: Spring 2015  CURRICULUM APPROVAL DATE: 11/24/2014

SHORT TITLE: COMPUTER LITERACY

LONG TITLE: Computer Literacy - MS Office

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>18</td>
<td>Lecture:</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total:</td>
<td>2</td>
<td>36</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTION:

An introduction to terminology, design, operation for the novice user. Student will gain experience using the Internet for searches and email. They will complete projects using various software including word processing, spreadsheets, database, presentation graphics, and integration. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260; completion of CSIS 122.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade
P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion
72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Recognize, define, and appropriately select computer terminology.

Measure: Exams
2. Identify, compare, contrast, and appropriately select computer hardware and software components.

   Measure: Exams

   PLO: 1
   ILO: 7,2,3
   GE-LO: E2

   Year assessed or anticipated year of assessment: 2015-16

3. Utilize the internet to browse web pages, print pages, search for information, and compose, send, and retrieve e-mail.

   Measure: Homework exercises, projects, quizzes

   PLO: 1
   ILO: 3,7,2,1
   GE-LO: A1,E2

   Year assessed or anticipated year of assessment: 2010-11

4. Utilize MS Word to create letters and other documents, including tables.

   Measure: Homework exercises, projects

   PLO: 1
   ILO: 3,7,2,1
   GE-LO: A2,E2

   Year assessed or anticipated year of assessment: 2010-11

5. Utilize MS Excel to create spreadsheets with labels, calculations with totals, format reports, and produce charts.

   Measure: Homework exercises, projects

   PLO: 1
   ILO: 2,3,7
   GE-LO: E2

   Year assessed or anticipated year of assessment: 2010-11

6. Utilize MS Access to enter records and produce reports, including producing a MS PowerPoint presentation.

   Measure: Homework exercises, project

   PLO: 1
   ILO: 2,3,7,1
   GE-LO: A2,E2

   Year assessed or anticipated year of assessment: 2010-11

PROGRAM LEARNING OUTCOMES:

1. After completing an A.S. Degree or Certificate of Achievement in Business Computer Applications a student will be able to use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

12/5/2014
WEEK | HOURS | DESCRIPTION OF CONTENT |
---|---|---|
1-2 | 4 | Introduction to the computer. Computers in society, the personal computer. Historical overview of computing. (Computer Demonstration) |
OUT-OF-CLASS ASSIGNMENT: Text Readings "Your Future and Computer Competency"
COMPUTER PROJECTS FOR HOMEWORK:
Internet - Getting Started with Internet Explorer 5
STUDENT PERFORMANCE OBJECTIVES:
Understand Web browsers, Start Internet Explorer, Open and save a URL, Navigate Web pages, Print a Web page, Search for information on the Internet, Define word Processing software, View the Word program window, Create a document, Save a document, Preview and Print a document, Get Help, Close a document and exit Word.
3-4 | 4 | Information Systems, Software (Computer Demonstration) |
OUT-OF-CLASS ASSIGNMENT: Text Readings "System Software, Application Software"
COMPUTER PROJECTS FOR HOMEWORK:
Word Processing - Editing and Proofing Documents, Formatting Documents, Web Work
STUDENT PERFORMANCE OBJECTIVES:
Plan a document, Select and replace text, Understand the Office Clipboard, Move text, Copy text, Check spelling and grammar, Create AutoCorrect entries, Find and Replace text, Access the publisher's website for appropriate data to create a "certificate". Distinguish application software from system software, Explain the five parts of an information system: people, procedures, software, hardware, and data.
5-6 | 4 | Hardware, Data, Connectivity and the Internet (Computer Demonstration) |
OUT OF CLASS ASSIGNMENT: Text Readings "Types of Computers, Microcomputer Hardware, Data"
COMPUTER PROJECTS FOR HOMEWORK
Formatting Documents, Web work
STUDENT PERFORMANCE OBJECTIVES
Explain computer connectivity, the Internet, and the Web, Distinguish four kinds of computers--microcomputer, minicomputer, mainframe, and supercomputer, & describe hardware devices for input processing, storage, output and communications, Format documents including changing fonts and font size change paragraph alignment, indent paragraphs, change line
spacing, align text with tabs, create bulleted and numbered lists, & apply borders and apply borders/shading.

7-8  4  Application software, Windows, Word Processing, Spreadsheets (Computer Demonstration)

OUT-OF-CLASS ASSIGNMENT: Text Readings
"General-purpose Applications", "Word Processors"
"Spreadsheets" (Computer Demonstration)

COMPUTER PROJECTS FOR HOMEWORK:

Get started with spreadsheets, Web Work:

STUDENT PERFORMANCE OBJECTIVES: Explain the features common to most types of software, Describe word processors, Describe spreadsheets, Open and save a workbook, Enter labels and values on spreadsheets, Preview and print worksheets.

9-10  4  Database Management Systems, Presentation Graphics, Software Suites, Integrated Packages (Computer Demonstration)

OUT-OF-CLASS ASSIGNMENT: Text Readings
"Database Features", "Spreadsheet Features",
"Software Suites--Object Linking and Embedding",
"Integrated Packages"

COMPUTER PROJECTS FOR HOMEWORK:

Building and Editing Worksheets, Formatting a Worksheet, Web Work

STUDENT PERFORMANCE OBJECTIVES:

Describe database management systems, Describe presentation graphics, Describe software suites and integrated software, Plan and design a worksheet, Edit cell entries and work with ranges, Enter formulas, Introduce Excel functions, Copy and move cell entries, Understand relative and absolute cell references, Copy formulas with relative cell references. Name and move a spreadsheet, Format values, Use fonts and font sizes. Adjust column widths, Insert and delete rows and columns, apply colors, patterns and borders, Use conditional formatting, Check spelling.

11-12  4  CONTENT: Browsers, Personal Information Managers, System Software, Operating Systems, Utilities (Compute Demonstration)

OUT-OF-CLASS ASSIGNMENT: Text Readings
"Navigating the Web", Finding Information and Communicating", "Calendar, Contacts, Tasks", "System Software", "Windows, Mac, Unix" & "Window Utilities"

COMPUTER PROJECTS FOR HOMEWORK:

Integrate Word and Excel, Web Work

STUDENT PERFORMANCE OBJECTIVES:

Describe how browsers are used to navigate, find
information, and communicate, Discuss the functionality of personal information managers, Describe four kinds of system software, Describe the most widely used microcomputer operating systems, Describe the five essential utility programs, Open multiple programs, Open multiple programs, Open Word data and Excel, Create a dynamic link between Excel and Word.

13-14 4 CONTENT: The System Unit (Computer Demonstration)
OUT-OF-CLASS ASSIGNMENT: Text Readings
"Electronic Data and Instructions", "System Board, Microprocessor, Memory, System Clock, Expansion Slots and Cards".

COMPUTER PROJECTS FOR HOMEWORK:
Get started with Access, Using Tables and Queries, Web Work

STUDENT PERFORMANCE OBJECTIVES:
Describe how a computer uses binary codes to represent data in electrical form, Discuss each of the major system unit components, Explain the differences among the three types of memory, Discuss the three principal types of bus lines, Discuss five types of ports, View the database window, Navigate records, Ender and Edit records, Preview and print a datasheet, Understand sorting, filtering, and finding, Sort records and find data, Filter records, Create a query, Use Query view, Create Mailing Labels.

15-16 4 CONTENT: Input and Output (Computer Demonstration)
OUT-OF-CLASS ASSIGNMENT: Text Readings

COMPUTER PROJECTS FOR HOMEWORK:
Integrate Word, Excel, and Access, Web Work

STUDENT PERFORMANCE OBJECTIVES:
Explain the difference between keyboard and direct-entry input devices, describe direct-entry devices used with microcomputers, discuss voice recognition systems, describe monitors, monitor standards, printers, plotters, describe voice-output devices, merge data between Access and Word, use Mail Merge to create a form letter, export an Accessible to Excel.

17-18 4 Secondary Storage and the Internet and the Web (Computer Demonstration)
OUT-OF-CLASS ASSIGNMENT: Text Readings
"Floppy Disks, Hard Disks, Optical Disks, Magnetic Tape, Internet Applications, Access, Email

COMPUTER PROJECTS FOR HOMEWORK: Get started with
STUDENT PERFORMANCE OBJECTIVES: Describe the following kinds of disks: internal hard disks, hard disks cartridges, and hard-disk packs. Describe ways to improve hard-disk operations: disk caching, redundant arrays of inexpensive disks, and data compression. Compare the CD and DVD formats. Describe the different types of optical disks. Describe magnetic tape streamers and magnetic tape reels. Describe Internet providers, connections and protocols. Discuss e-mail, mailing lists, newsgroups, chat groups, and instant messaging. Compare the two types of search tools: indexes and search engines. Use the AutoContent Wizard. View a presentation, Plan an effective presentation. Choose a look for a presentation, enter slide text, create a new slide, work in outline view, enter notes, check spelling in the presentation.

METHODS OF INSTRUCTION:
Lecture, demonstrations, projects and videos.

METHODS OF EVALUATION:
The types of writing assignments required:
Written homework
Lab reports
The problem-solving assignments required:
Homework problems
Lab reports
Quizzes
The types of skill demonstrations required:
Class performance
The types of objective examinations used in the course:
Multiple choice
True/false
Matching items
Completion
Other category:
None
The basis for assigning students grades in the course:
Writing assignments: 15% - 20%
Problem-solving demonstrations: 15% - 20%
Skill demonstrations: 15% - 20%
Objective examinations: 50% - 50%
Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:
Required:
ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:
  GAV E2, effective 200370
CSU GE:
IGETC:
CSU TRANSFER:
  Transferable CSU, effective 200370
UC TRANSFER:
  Transferable UC, effective 200370

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: I
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN: CSCI2
CAN Sequence: XXXXXXXX
CSU Crosswalk Course Department: CSIS
CSU Crosswalk Course Number: 1
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: D
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000095976
Sports/Physical Education Course: N
Taxonomy of Program: 070100