

Course Outline

COURSE: CSIS 1 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2020 **CURRICULUM APPROVAL DATE:** 05/12/2020

SHORT TITLE: COMPUTER LITERACY

LONG TITLE: Computer Literacy - MS Office

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
2	18	Lecture:	2	36
		Lab:	0	0
		Other:	0	0
		Total:	2	36

COURSE DESCRIPTION:

An introduction to computer concepts and software applications. Students learn the basics of word processing, spreadsheets, presentation software, and projects using various software including word processing, database applications for creating, managing and formatting data. This course has the option of a letter grade or pass/no pass.

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

05 - Hybrid

71 - Dist. Ed Internet Simultaneous

72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Identify, compare, contrast, and appropriately select computer hardware and software components.
2. Use word processing software to create letters and other documents, including tables. Create spreadsheets with labels, calculations with totals, format reports, and produce charts. Use database software to enter records and produce reports. Create a business presentation using appropriate presentation software.

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

Curriculum Approval Date: 05/12/2020

4 hours

Computer Hardware

Peripheral Devices

2 hours

Software

Working with Files

Getting Started with Application Software

6 hours

Creating a Document

Formatting a Document

Finalizing a Document

6 hours

Creating a Worksheet

Formatting a Worksheet

Finalizing a Worksheet

4 hours

Creating a Presentation

Finalizing a Presentation

6 hours

Creating a Database

Finalizing a Database

4 hours

Networks

Working with E-mail

Browsing the Web

2 hours

Safety, Privacy, and Security

2 hours

Final

METHODS OF INSTRUCTION:

Lecture, demonstrations, projects and videos.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 72

Assignment Description: Read chapters in the text, do assigned exercises, and complete assigned projects.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 15.00 %

15% - 20% Written homework; Lab reports

Problem-solving assignments

Percent of total grade: 15.00 %

15% - 20% Homework problems; Lab reports; Quizzes

Skill demonstrations

Percent of total grade: 20.00 %

15% - 20% Class performance

Objective examinations

Percent of total grade: 50.00 %

50% - 50% Multiple choice; True/false; Matching items; Completion

REPRESENTATIVE TEXTBOOKS:

Campbell, Ciampa, Clemens, Freund, Frydenberg, Hooper, Ruffolo. Technology for Success - Computer Concepts. Cengage,2019.

Reading Level of Text, Grade: 12+ Verified by: MS Word

Recommended Representative Textbooks

Parsons and Oja. Practical Computer Literacy. New Perspectives,2013.

Reading Level of Text, Grade: 12+ Verified by: MS Word

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: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN: CSC12

CAN Sequence: XXXXXXXX

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

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