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

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<tr>
<td>2</td>
<td>18</td>
<td>Lecture:</td>
<td>2</td>
<td>36</td>
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<tr>
<td></td>
<td></td>
<td>Lab:</td>
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<td>0</td>
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<td>Other:</td>
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<td></td>
<td></td>
<td>Total:</td>
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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:
Reading Level of Text, Grade: 12+ Verified by: MS Word
Recommended Representative Textbooks
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: CSCI2
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