Reedley College

CREDIT COURSE OUTLINE

I. COVER PAGE

(1) IS 12   (2) COMPUTER LITERACY   (3) 3
Number   Title   Units

(4)	Lecture / Lab Hours:				(8)	Classification:			
	Course Hours								
		Weekly Lec hours:		3.00			Degree applicable:		X
		Weekly Lab hours:		1.00			Non-degree applicable:		
		Total Contact hours:		72.00			Basic skills:		
	Lec will generate __ hour(s) outside work.				(9) RC	Fulfills AS/AA degree requirement: (area)			
	Lab will generate __ hour(s) outside work.								
						Computer Familiarity			
(5)	Grading Basis:	Grading Scale Only				General education category:			
		Pass/No Pass option	X			Major:			
		Pass/No Pass only				Certificate of: Human Services			
(6)	Advisories:					Certificate in:			
	• Eligibility for English 125, 126, and Mathematics 201.								
					(10) CSU	Baccalaureate:		X
(7)	Pre-requisites (requires C grade or better):				(11) Repeatable: (A course may be repeated three times)				0
	Corequisites:								
	•								
					(12) C-ID:				
					Proposed Start Date:				Fall 2008

(12) Catalog Description:
Basic introduction to computers and their usage. Basic principles of hardware and software; shopping for a personal computer; social issues associated with the role of computers in the world today; and an introduction to word processing, spreadsheets, Internet principles and usage. (Not for Business Majors - Business Majors need to take Information Systems 15)

II. COURSE OUTCOMES:

(Specify the learning skills the student demonstrates through completing the course and link critical thinking skills to specific course content and objectives.)

Upon completion of this course, students will be able to:
   I. Information-Technology (IT) Concepts - An understanding of the fundamental concepts of technology (i.e., the fundamental underlying principles of computers, components, networks and the Internet
  II. Contemporary IT Skills – The ability to use up to date communication devices, computer and technology hardware and software to perform useful business functions (i.e., word processing, spreadsheet, presentational, and database management applications.)
 III. Critical Thinking Ability - A set of higher-order thinking and reasoning skills required for understanding and efficiently solving problems as they arise legally, and ethically in modern technological systems

III. COURSE OBJECTIVES:

(Specify major objectives in terms of the observable knowledge and/or skills to be attained.)

In the process of completing this course, students will:
   I. understand the computer's potential, its strengths and limitations.
  II. recognize the functional elements of the hardware and know how to use the basic elements of the Windows operating system and selected utility programs.
 III. skillfully use three general applications—word processing, spreadsheet, and presentation
 IV. identify the major contributors and developments of the microcomputer.
  V. explore privacy and legal issues
 VI. demonstrate how to use email and the Internet

IV. COURSE OUTLINE:

Lecture Content:

A. Introduction
   1. Overview of a Computer System
   2. Windows Operating System
      a. Investigating the Elements of Windows
      b. Menus, Toolbars, Buttons, and Dialog Boxes
      c. Windows Explorer
      1) Files, Folders and Directories
      d. Formatting a Disk
     e. System Tools
      1) Defragmenter
      2) Drivespace
      3) Scandisk

B. Hardware
   1. Inputting
   2. Processing
   3. Outputting
   4. Storing
   5. Configurations

C. Software
   1. Introduction
      a. Word Processing
      b. Spreadsheets
      d. Presentation

D. Application Exercises
   1. Word Processing
      a. Document Basic
      b. Creating and Printing
      c. Basic Writing Tools
      d. Editing and Formatting Techniques
   2. Spreadsheet
      a. Worksheet Basics
      b. Creating and Printing
      c. Formulas and Functions
      d. Editing and Formatting Techniques

   3. Presentation
      a. Planning a Presentation
      b. Creating an Outline of the Presentation
      c. Editing the Presentation in Outline and Slide View
      d. Inserting Pictures and Clip Art
      e. Creating Speaker Notes
      f. Viewing and Printing the Completed Slide Show

E. Telecommunications and international computer applications (email and the Internet)

F. Development of the Microcomputer

G. Privacy and legal issues

  ___ Global or international materials or concepts are appropriately included in this course
  _X_ Multicultural materials and concepts are appropriately included in this course

If either line is checked, write a paragraph indicating specifically how global/international and/or multicultural materials and concepts relate to content outline and/or readings.

This course includes the use of the Internet and concepts of Web Page design. This course provides the students with an understanding of websites that are global and that a web presence must consider International and multicultural differences

VI. METHODS TO MEASURE STUDENT ACHIEVEMENT AND DETERMINE GRADES:

Students in this course will be graded in at least one of the following four categories. Please check those appropriate. A degree applicable course must have a minimum of one response in category A, B, or C.

A. Writing			
	Check either 1 or 2 below		
X	*1. Substantial writing assignments are required. Check the appropriate boxes below and provide a written description in the space provided.*		
	2. Substantial writing assignments are NOT required. If this box is checked leave this section blank. For degree applicable courses you must complete category B and/or C.		
	a) essay exam(s)		d) written homework
	b) term or other paper(s)		e) reading reports
	c) laboratory report(s)	X	f) other (specify) 1. Write a short report. 2. Write business letters. 3. Write short business papers.

Required assignments may include but are not limited to the following:

B. Problem Solving			
Computational or non-computational problem-solving demonstrations, including:			
X	a) exam(s)		d) laboratory reports
X	b) quizzes		e) field work
X	c) homework problems	X	f) other (specify): Internet Reports

Required assignments may include but are not limited to the following:
1) Use the Internet to gather reference material

1) Sample Multiple-choice question:

A (n) _____ file is the program that you run to start the software program.
a. running
b. start
c. support
d. executable

C. Skill demonstrations, including:			
	a) class performance(s)	X	c) performance exams(s)
	b) field work		d) other (specify)

Required assignments may include but are not limited to the following:
Creating and editing Word, Excel and PowerPoint documents

D. Objective examinations including:			
X	a) multiple choice		d) completion
	b) true/false		e) other (specify):
	c) matching items		

<u>COURSE GRADE DETERMINATION:</u>
Description/explanation: Based on the categories checked in A-D, it is the recommendation of the department that the instructor's grading methods fall within the following departmental guidelines; however, the final method of grading is still at the discretion of the individual instructor. The instructor's syllabus must reflect the criteria by which the student's grade has been determined. (A minimum of five (5) grades must be recorded on the final roster.)

If several methods to measure student achievement are used, indicate here the approximate weight or percentage each has in determining student final grades.

VII. EDUCATIONAL MATERIALS

For degree applicable courses, the adopted texts, as listed in the college bookstore, or instructor-prepared materials have been certified to contain college-level materials.

Validation Language Level (check where applicable):

	College-Level Criteria Met	
	YES	NO
Textbook	X	
Reference materials		X
Instructor-prepared materials		X
Audio-visual materials		X

Indicate Method of evaluation:

Used readability formulae (grade level 10 or higher) _____
Text is used in a college-level course _____X____
Used grading provided by publisher _____
Other: (please explain; relate to Skills Levels) _____

Computation Level (Eligible for MATH 101 level or higher where applicable)	_____	___X___
Content		
Breadth of ideas covered clearly meets college-level learning objectives of this course	_____	___X___
Presentation of content and/or exercises/projects:		
Requires a variety of problem-solving strategies including inductive and deductive reasoning.	_____	___X___
Requires independent thought and study	_____	___X___
Applies transferring knowledge and skills appropriately and efficiently to new situations or problems.	_____	___X___

List of Reading/Educational Materials
Recommended - Shelly/ Cashman/Vermat *1. Discovering Computers 2012 Introduction , -*, 2010,
Recommended - Beskeen Cram Duffy Friedrichsen Reding *Microsoft Office 2010,* Illustrated Brief , 2012,

Comments:
Current PC Lab with current course software, and Internet Connection

_____ This course requires special or additional library materials (list attached).
_____ This course requires special facilities:

Attached Files:

BASIC SKILLS ADVISORIES PAGE The skills listed are those needed for eligibility for English 125, 126, and Math 201. These skills are listed as the outcomes from English 252, 262, and Math 250. In the right hand column, list at least three major basic skills needed at the beginning of the target course and check off the corresponding basic skills listed at the left.

Check the appropriate spaces.

_____ Eligibility for Math 201 is advisory for the target course.

_____ Eligibility for English 126 is advisory for the target course.

_____ Eligibility for English 125 is advisory for the target course.

If the reviewers determine that an advisory or advisories in Basic Skills are all that are necessary for success in the target course, stop here, provide the required signatures, and forward this form to the department chair, the appropriate associate dean, and the curriculum committee.

REQUISITES
No requisites

JUSTIFICATION OF LIMITATION ON ENROLLMENT

Enrollment in courses or blocks of courses may be limited based on performance, honors, or other performance based criteria. Be mindful of the disproportionate impact the limitation will have on specific groups of students. It is important to determine if the limitation will disproportionately keep under-represented students from enrolling in the course or block of courses.

Describe the reasons for limiting the enrollment.

Course Designator: IS 12
Course Title(s): COMPUTER LITERACY
Rationale for Limiting Enrollment: 0