Reedley College

CREDIT COURSE OUTLINE

I. COVER PAGE

(1) IS 15   (2) COMPUTER CONCEPTS   (3) 3
Number   Title   Units

(4)	Lecture / Lab Hours:			(8)Classification:		
	Course Hours				Degree applicable:	X
		Weekly Lec hours:	3.00		Non-degree applicable:	
		Weekly Lab hours:	1.00		Basic skills:	
		Total Contact hours:	72.00			

	Lec will generate __ hour(s) outside work.	(9)RC	Fulfills AS/AA degree requirement: (area)	
	Lab will generate __ hour(s) outside work.		Computer Familiarity	
			General education category:	

(5)	Grading Basis:	Grading Scale Only	
		Pass/No Pass option	X
		Pass/No Pass only	

	Major:	Accounting
		Business Administration, Accounting Option
		Business Administration, Entrepreneur Option
		Business Administration, General Business Option
		Business Administration, Information Systems Management Option
		Business Administration, Logistics/Distribution Option
		Business Administration, Management Option
		Business Administration, Marketing Option
		Business Administration, Real Estate Option
		General Business
		Information Systems, Help Desk Option
		Information Systems, Networking Option
		Information Systems, Web Design Option
		Information Systems, Web Programming Option
		Liberal Studies
		Management
		Small Business Management

(6) Advisories:
- Eligibility for English 125, 126, and Mathematics 201.

(7) Pre-requisites (requires C grade or better):

Corequisites:
-

	Certificate of:	Accounting
		Business Intern
		Help Desk
		Human Services
		Information Systems
		Managerial Assistant
		Networking
		Programming for the Web
		Small Business Management
		Web Design

	Certificate in:	Accounting Assistant
		Basics of Computers
		Business Intern
		Entrepreneur
		Entry Level Management

(10)CSU		Baccalaureate:	X
(11)Repeatable: (A course may be repeated three times)			0
(12)C-ID:			
Proposed Start Date:			Fall 2012

(12) Catalog Description:
This course provides an introduction to computer and information systems concepts and terminology, an overview of hardware, and software (systems and applications including word processing, spreadsheet, database, presentation and programming), the history of the microcomputer, privacy and legal issues, and telecommunications (email and Internet). A grade of "C" or better in this course fulfills the computer familiarity requirement.

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 four general applications—word processing, spreadsheet, database, 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 – Explorer and Netscape.

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
      c.   Database
      d.   Presentation
      e.   Programming

D.   Application Exercises
   1.   Word Processing
      a.   Document Basic
      b.   Creating and Printing
      c.   Basic Writing Tools
      d.   Editing and Formatting Techniques
      e.   Enhanced Documents

   2.   Spreadsheet
      a.   Worksheet Basics

b. Creating and Printing
c. Formulas and Functions
d. Editing and Formatting Techniques
e. Enhancing the Workbook
f. Working with Advanced Features

3. Database
   a. Database Concepts
   b. Creating Database Files/Tables
   c. Creating Forms
   d. Creating Queries
   e. Creating Reports

4. Presentation
   a. Planning a Presentation
   b. Creating an Outline of the Presentation
   c. Editing the Presentation in Outline and Slide View

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d. Inserting Pictures and Clip Art
   e. Creating Speaker Notes
   f. Viewing and Printing the Completed Slide Show

E. Telecommunications (email and the Internet)

F. Development of the Microcomputer

G. Computers and Careers

H. Privacy and legal issues

I. Programming
   1. Program Logic
   2. User interface
   3. Events /methods

V. APPROPRIATE READINGS

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

    I. Sample Text Title:
        1. Recommended - Shelly, Cashman, and Vermaat *Discovering Computers 2012,* Course Technology, -, 2012,
        2. Recommended - Beskeen, Cram, Duffy, Friedrichsen, and Reding *MS Office 2010, Introductory,* Course Technology, Boston, 2012,

    II. Other Readings

  _X_ 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.

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)	f) other (specify)

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):

Required assignments may include but are not limited to the following:
1) What factors must be considered when using the Internet to research information?

2) 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 and Access databases

D. Objective examinations including:

X	a) multiple choice			d) completion
	b) true/false			e) other (specify):
	c) matching items			

COURSE GRADE DETERMINATION:
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)	

	YES	NO
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, and Vermaat *Discovering Computers 2012,* Course Technology, -, 2012,
Recommended - Beskeen, Cram, Duffy, Friedrichsen, and Reding *MS Office 2010, Introductory,* Course Technology, Boston, 2012,

Comments:
Computer Lab with the appropriate hardware and software

_____   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 15
Course Title(s): COMPUTER CONCEPTS
Rationale for Limiting Enrollment: 0