**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 2012 |

(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. Demonstrate understanding of Information-Technology (IT) concepts in hardware, software, and networks.
  II. Apply effective information-technology skills to perform practical business functions that include word processing, spreadsheet, presentational, and database management applications.
  III. Demonstrate critical thinking to solve technology problems ethically and effectively.

**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. study the concepts of computer hardware, network devices, and software
  II. learn computer operating systems and utility programs
  III. train to use productivity software-- word processing, spreadsheet, database, and presentation
  IV. identify the major contributors and developments of the microcomputer
  V. explore privacy and legal issues of information systems
  VI. practice using various Internet technology

**IV. COURSE OUTLINE:**

**Lecture Content:**

  I. **Introduction to Computers**
      1. What Is a Computer
      2. Advantages and Disadvantages
      3. Networks and the Internet
      4. Computer software
      5. Categories of computers
          1. Personal Computers

5. Server Operating Systems
6. Embedded Operating Systems
    1. Mobile
7. Utility Programs
    1. Manager
    2. Search
    3. Viewer
    4. Uninstaller
    5. Cleanup
    6. Defragment
    7. Restore
    8. Firewall
    9. Antivirus
    10. Spyware & Adware
    11. Internet Filters
    12. Media Players
VIII. **Communications and Networks**
1. Communications
2. Networks
    1. LANS
    2. MANS
    3. WANS
            a. Architectures
    4. Topologies
3. Standards
    1. Ethernet
    2. Token Ring
    3. TCP/IP
    4. Wi-Fi
    5. Bluetooth
    6. UWB
    7. IrDA
    8. RFID
    9. WiMax
    10. WAP
4. Communications Software
5. Telephone Network
    1. Dedicated Lines
    2. ISDN
    3. DSL
    4. FTTP
    5. T-Carrier Lines
    6. ATM
6. Communications Devices
7. Communications Channel
8. Physical Transmission
9. Wireless Transmission


**Lab Content:**

I. **Operating systems**
    1. Navigation
    2. File Management
    3. System Tool
II. **Internet Browsers**
    1. Exploring & Navigation
    2. Tabbed Browsing & Favorites
    3. Searching Information & Printing
III. **Word Processing**
    1. Creating documents
    2. Editing Documents
    3. Formatting Text and Paragraphs
    4. Formatting Documents
IV. **Spreadsheets**
    1. Creating a Spreadsheet
    2. Working with formulas and Functions
    3. Formatting a Worksheet
    4. Working with charts
V. **Presentation Software**
    1. Creating a Presentation
    2. Modifying a Presentation
    3. Inserting Object into a Presentation

4. Finishing a Presentation.

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

    I. Sample Text Title:
        1. Recommended - Shelly/ Cashman/Vermat *1. Discovering Computers 2012 Introduction , -*, 2012,
        2. Recommended - Beskeen Cram Duffy Friedrichsen Reding *Microsoft Office 2010,* Illustrated Brief , 2012,

    II. Other Readings

  ___  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

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. 4. Internet Reports |

***Required assignments may include but are not limited to the following:***
List and describe the purposes, advantages, and disadvantages of input devices, output devices, and storage devices used by high-school teachers to do their class attendance, grades, and communications.

| **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 | | f) other (specify): |

***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 |
| X | b) true/false | | e) other (specify): |

| X | 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.

60% = Exams, 30% = Lab Assignments, 10% = Class Project - (Presentation/Portfolio/Internet Research)

**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 ,* -, 2012,

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 <u>three</u> 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:<br>    0 |