Cerro Coso College
Course Outline of Record Report
05/07/2020

BSOTC075 : Computer Literacy

General Information

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Course Code (CB01) (CB01) :	BSOTC075
Course Title (CB02) (CB02) :	Computer Literacy
Department:	Business Information Technolog
Proposal Start:	Fall 2020
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
SAM Code (CB09) (CB09) :	Possibly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) (CB00) :	CCC000368833
Curriculum Committee Approval Date:	11/01/2019
Board of Trustees Approval Date:	12/12/2019
External Review Approval Date:	12/12/2019
Course Description:	This course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, and Internet browsing and searching. This course includes a brief introduction to industry standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware and software applications are also introduced.
Submission Type:	Change to Content
	Change to discipline name and number. Input C-ID, Add Credit By Exam, Method of Instruction, Method of Evaluation, Delivery Methods, Textbook, and Distance Education. Last assessed Spring 2014. No changes due to assessment.

Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Additional Bachelors or Associates Discipline:	• Computer Information Systems (Computer network installation, microcomputer technology, computer applications) • Multimedia

Course Formerly Known As

Course Formerly Known As

CSCI C070 Computer Literacy

Course Development Options

Basic Skills Status (CB08) (CB08)

Course is not a basic skills course.

Course Special Class Status (CB13) (CB13)

Course is not a special class.

Grade Options

- Letter Grade methods
- Pass/No Pass

☑ Allow Students to Gain Credit by Exam/Challenge

Allowed Number of Retakes

0

Course Prior to College Level (CB21)

Not applicable.

Rationale For Credit By Exam/Challenge

No value

Retake Policy Description

Type:|Non-Repeatable Credit

☑ Allow Students To Audit Course

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type
CC HCRS Administrative Medical Assisting	Certificate of Achievement
CC HCRS Clinical Medical Assisting-	Certificate of Achievement
CC HCRS Medical Assisting	A.S. Degree Major
CC Office Clerk	Certificate of Achievement
CC Business Office Technology	A.S. Degree Major
CC Business Office Technology-	Certificate of Achievement

CC Human Services	A.S. Degree Major
CC Human Services Worker COA	Certificate of Achievement
CC Industrial Technology	A.A. Degree for Transfer
CC Industrial Technology-	Certificate of Achievement
CC Industrial Technology	A.A. Degree for Transfer
CC Industrial Technology-	Certificate of Achievement
CC Social Work and Human Services	CC Social Work and Human Services

Transferability & Gen. Ed. Options

Transferability

Not transferable

Transferability Status

Not transferable

C-ID	Categories	Transferability Status	Comparable Course
Office Technology/Business Information Worker	C-ID discipline	Pending	BSOT105

Units and Hours

Summary

Minimum Credit Units (CB07) (CB07)	1	**Total Course In-Class (Contact) Hours**	36	**Total Student Learning Hours**	54
Maximum Credit Units (CB06) (CB06)	1	**Total Course Out-of-Class Hours**	18	**Faculty Load**	-

Credit / Non-Credit Options

Course Credit Status (CB04) (CB04)	**Course Non Credit Category (CB22) (CB22)**	**Non-Credit Characteristics**
Credit - Degree Applicable	Credit Course.	No value

Course Classification Code (CB11) (CB11)	Funding Agency Category (CB23) (CB23)	Cooperative Work Experience Education Status (CB10) (CB10)
Credit Course.	Not Applicable.	☐

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0.5	1
Lab Hours	1.5	-
Activity Hours	-	-

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	9
Lab	27
Activity	-
Total	36
Course Out-Of-Class Hours	
Lecture	18
Lab	-
Activity	-
Total	18

Time Commitment Notes for Students

No value

Faculty Load

Extra Duty: -

Faculty Load: -

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No value	No value	No value	No value

Requisites

No Value

Entrance Skills

Skill	Content Review
No value	No value

Limitations on Enrollment

Limitation	Provide Rationale
No value	No value

Specifications

Methods of Instruction	Methods of Instruction Rationale
Lecture	Lecture notes are provided that include language to describe course concepts. Students also view PowerPoint presentations with content from each module.
Demonstration	Students complete guided training in a simulated Computer and Microsoft Office environment using Skills Assessment Managment (SAM).
Discussion	Discussions are assigned weekly on chapter topics.
Skills Development and Performance	Students complete module work in the form of projects that are followed by review. Students then proceed to further training and projects using Skills Assessment Management, giving opportunity to repeat newly learned skills.

Assignments

Textbook Readings Example: Read Chapters 2 and 3 for the next class.

Hands-on assignments Example: Following a demonstration, the learner will set up a free e-mail account and send the instructor an e-mail. Skills tests with instructional tools
Example: Show an understanding of computer terminology through correct identification of mix and match, multiple choice, and fill-in the blank tests.
Example: Create, edit, and save a word processing document using appropriate file-management procedures.
Example: Create, edit, and save a spreadsheet.
Example: Browse the Internet using the URL address window, set a Favorites listing in Windows send the link to instructor by email.

Methods of Evaluation	Methods of Evaluation Rationale
Project	Creation of basic documents and spreadsheets: Students create documents and spreadsheets that demonstrate skills throughout the course. Production is graded by rubric. Example: Use the SAM tool to create a household budget using Microsoft Excel at 80% or better. Example: Use the SAM tool to complete the tasks for Microsoft Word at 80% or better.

	Example: Use the SAM tool to create a basic PowerPoint presentation at 80% or better.
Tests	Open book final exams in SAM contribute to practical understanding of the material and the use of available resources (index, help, and tutorials) to find information.
Distance Education Description: how outcomes are evaluated	Students are to complete all weekly assigned activities designated in the learning management software as detailed above. Outcomes are assessed through selected assignments and graded by rubric in the case of projects.
Participation	Students participate in course survey, syllabus quiz, and discussions.

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Shaffer, A.; Carey, Patrick; Parsons, J. J.; Oja, D,;DesJardins, C.	New Perspectives Microsoft Office 365 (ebook) with SAM 2016	Cengage Learning	2017	978-1285076775

Other Instructional Materials

Description	Other: Online tools for learning such as the SAM online trainings.
Author	
Citation	Computer Literacy

Description	Microsoft Office 2016 or better edition.
Author	No value
Citation	No value

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Perform basic computer tasks using hardware and software functions including startup, login, shutdown, and basic input/output procedures.
Expected SLO Performance: 70.0

Recognize and use programs to create and edit introductory word processing, spreadsheet, and presentation software files, including MS Office.
Expected SLO Performance: 70.0

Access and manage login accounts and documents effectively, including downloading, creating, naming, copying, deleting, retrieving, and compressing/decompressing files and folders with an awareness of file size, location of saved files and folders, and available space on storage media, all with a clear distinction between various email, and course login accounts.
Expected SLO Performance: 70.0

Open and use an email account including sending and receiving email with attachments, saving files, and managing the inbox.
Expected SLO Performance: 70.0

Search and navigate the Internet and other types of media environments with an awareness of relevance, authenticity, authority, and currency.
Expected SLO Performance: 70.0

Outline

Outline

A. Computing Fundamentals
   a. Computer hardware
   b. Input, output, storage
   c. Peripheral devices
   d. Software and application programs
   e. Windows and operating systems
   f. Files and Folders
B. Application Programs
   a. Word processing documents
      i. Creating, editing, and saving document
   b. Spreadsheet worksheets
      i. Formulas, labels, values, cells
      ii. Borders and backgrounds
      iii. Columns and rows sizing
   c. Presentations
      i. Slides, charts, graphics
      ii. Transitions, animations
      iii. Finalizing a presentation
C. File Management
   a. Files and folders
   b. Download and upload
   c. Create, save, name, delete, rename
   d. Zip and file size
   e. Storage and backup
   f. Network folders
D. Online Communication
   a. Network basics

         b. The Internet
         c. E-commerce
         d. Browser software and functions
         e. E-mail accounts
              i. Send and receive e-mail
              ii. Inbox and sent folders
              iii. E-mail attachments

Lab Outline

    A. Application Programs
        a. Word Processing Documents
            i. Create
            ii. Edit
            iii. Saving document
        b. Spreadsheet worksheets
            i. Create formulas
            ii. Change columns and rows sizing
        c. Presentations
            i. Create slides
            ii. Create charts
            iii. Use graphics
            iv. Use transitions and animations
            v. Finalizing a presentation
    B. File Management
        a. Download and upload files
        b. Create, save, name, delete, rename files
        c. Zip and unzip folders
    C. Online Communication
        a. Browser software and functions
            i. Create and use bookmarks
            ii. Navigate the internet
        b. E-mail accounts

              i.Send and receive e-mail
    i. E-mail attachments

Delivery Methods

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

- Face to face
- Online (purely online no face-to-face contact)

- Online with some required face-to-face meetings ("Hybrid")
- iTV – Interactive video = Face to face course with significant required activities in a distance modality

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section? Describe the ways in which instructor-student contact and student-student contact will be facilitated in the distance ed environments.

All assignments are identical to those in an onsite class, except that they are uploaded to the course shell into a learning management system as an attachment. Weekly class discussions including teacher to student and student-to-student contact are conducted by means of online discussion forums within a learning management system. Uploaded quizzes or exams accessible through the class web site are used. Feedback in online discussion forums including teacher and student to student contact and e-mail is used. Substantive critiques of all essays and at least general responses to discussion posts are provided. Rubrics are used to evaluate online discussion work but are not required. As with any on-ground class, departmental rubrics are used to guide the assessment of projects.

Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Message -Other Contact - Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other

- Discussion Forums
- Message
- Chat/Instant Messaging
- E-mail
- Face-to-face meeting(s)
- Newsgroup/Discussion Board

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

The learning management system is accessible and compatible with support programs such as Kurzweil 3000. Faculty will use the Canvas accessibility checker, along with other resources provided by our Distance Education Director, to ensure all learning materials are accessible, including but not limited to documents, pdfs, OERs, external websites, and videos.

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

- Learning management system

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

The class size is up to 45 students.