

Cerro Coso College
Course Outline of Record Report
11/02/2021

CSCIC070 : Computer Literacy

General Information

Author:	-
Course Code (CB01) :	CSCIC070
Course Title (CB02) :	Computer Literacy
Department:	Business Information Technolog
Proposal Start:	Fall 2013
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000368833
Curriculum Committee Approval Date:	03/09/2014
Board of Trustees Approval Date:	06/12/2014
External Review Approval Date:	07/23/2014
Course Description:	This course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, 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 is introduced.
Submission Type:	New Course
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	<ul style="list-style-type: none">• Computer Science
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none">• Computer Information Systems (Computer network installation, microcomputer technology, computer applications)• Multimedia• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skills Status (CB08) Course is not a basic skills course.	Course Special Class Status (CB13) Course is not a special class.	Grade Options <ul style="list-style-type: none">• 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

Course Support Course Status (CB26)
No value

Associated Programs

Course is part of a program (CB24)

Associated Program

Award Type

Active

CC HCRS Administrative Medical Assisting

Certificate of Achievement

Spring 2018

CC HCRS Clinical Medical Assisting-

Certificate of Achievement

Spring 2018

CC HCRS Medical Assisting

A.S. Degree Major

Spring 2018

CC Business Office Technology

A.S. Degree Major

Summer 2018

CC Human Services

A.S. Degree Major

Summer 2018

CC Human Services Worker COA

Certificate of Achievement

Summer 2018

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

No value

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours:

Summary

Minimum Credit Units (CB07)	1
Maximum Credit Units (CB06)	1
Total Course In-Class (Contact) Hours	36
Total Course Out-of-Class Hours	18
Total Student Learning Hours	54
Faculty Load	0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0.5	1
Laboratory Hours	1.5	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	0
Activity	0
Total	36
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Activity	0
Total	18

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours: - Weekly Specialty Hours

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

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

ENGLC040 - Improving Basic Writing Skills

Students are expected to identify central points, both explicit and implied, of business case problems, college-level textbooks, and software help menus. In addition, students have to outline and summarize problem solving reports including academic discourse and business terminology. Students are also expected to write problem solving reports and other communication in an accepted format in clear and error free prose based on readings from texts and other sources.

Entrance Skills

Entrance Skills	Description
No value	No value

Limitations on Enrollment

Limitations on Enrollment	Description
No value	No value

Specifications

Methods of Instruction

Methods of Instruction	Other
Rationale	Online tools

Methods of Instruction	Lecture			
Rationale	No value			
Methods of Instruction	Peer-to-peer instruction			
Rationale	No value			
Methods of Instruction	Presentations (by students)			
Rationale	No value			
Methods of Instruction	Demonstration			
Rationale	No value			
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: Browse the Internet using the URL address window, set a "Favorites" listing in Windows send the link to instructor by email.				
Methods of Evaluation	Rationale			
Homework	Example: Create a household budget using Microsoft Excel			
Homework	Example: Using the SAM tool complete the tasks for Microsoft Word at 80% or better.			
Homework	Evaluate skill performance using a rubric. Example: Using the SAM tool complete the tasks for Microsoft Word at 80% or better.			
Equipment				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
	Parsons, J. J., & Oja, D. . (2014) Practical Computer Literacy, 4th, Course Technology			
Other Instructional Materials				
Description	Other: Online tools for learning such as the SAM online trainings.			
Author				

Citation

Computer Literacy

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Demonstrate fundamental knowledge of computer hardware and software functions to perform basic computing tasks including but not limited to 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

<i>Business Information Technolog</i> Office Clerk Certificate of Achievement	2. Demonstrate introductory skills in the use of software tools such as Microsoft Word, Excel, and Access, to entry level office related tasks such as letter and report creation, basic spreadsheet creation and data entry.
---	---

<i>Business Information Technolog</i> Business Office Technology A.A. Degree for Transfer	3. Select, apply, and adapt computer software tools such as word processing, spreadsheet, database, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.
---	--

<i>Business Information Technolog</i> Business Office Technology Certificate of Achievement	3. Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.
---	---

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

<i>Business Information Technolog</i> Office Clerk Certificate of Achievement	2. Demonstrate introductory skills in the use of software tools such as Microsoft Word, Excel, and Access, to entry level office related tasks such as letter and report creation, basic spreadsheet creation and data entry.
---	---

<i>Business Information Technolog</i> Business Office Technology A.A. Degree for Transfer	3. Select, apply, and adapt computer software tools such as word processing, spreadsheet, database, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.
---	--

<i>Business Information Technolog</i> Business Office Technology Certificate of Achievement	3. Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.
---	---

Open and use an e-mail 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

<i>Business Information Technolog</i> Office Clerk Certificate of Achievement	2. Demonstrate introductory skills in the use of software tools such as Microsoft Word, Excel, and Access, to entry level office related tasks such as letter and report creation, basic spreadsheet creation and data entry.
---	---

Business Information Technology Business Office Technology A.A. Degree for Transfer 3. Select, apply, and adapt computer software tools such as word processing, spreadsheet, database, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.

Business Information Technology Business Office Technology Certificate of Achievement 3. Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.

Outline

Course 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 and Distance Education

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 2 Face
Online
Hybrid
Interactive

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?

Labs are completed using an online tool which allows users to train on the skills that they do not know. Online lectures and assignments

are the same.

Effective Student-Instructor Contact: 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 -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

contact_moodle_forums
contact_moodle_message
contact_email
contact_itv

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?

No Value

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.

s508_itv
s508_moodle
s508_publisher

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.

No Value