

CS 101B Course Outline as of Fall 2009**CATALOG INFORMATION**

Dept and Nbr: CS 101B Title: PC CONCEPTS & PRACT
 Full Title: Personal Computer Concepts and Practice
 Last Reviewed: 10/4/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00	Lecture Scheduled	3.00	13	Lecture Scheduled	39.00
Minimum	2.00	Lab Scheduled	1.00	5	Lab Scheduled	13.00
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	52.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 78.00

Total Student Learning Hours: 130.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: CIS 101B

Catalog Description:

Continued exploration of computer basics using Windows-based personal computers (PCs). Topics include: computer concepts, file management, virus protection, an overview of software uses, computer shopping strategies, using electronic mail, the Internet, and the World Wide Web, the operating system, word processing, beginning spreadsheet and database use.

Prerequisites/Corequisites:

CIS 101A or equivalent experience.

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:**Schedule of Classes Information:**

Description: Continued exploration of computer basics using Windows-based PC's. Topics include: computer concepts, file management, computer shopping, using email, the Internet, World Wide Web, Windows, word processing, beginning spreadsheet and database use. (Grade or P/NP)

Prerequisites/Corequisites: CIS 101A or equivalent experience.

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Select appropriate software for a specified use or scenario.
2. Create word processing documents with intermediate level formatting.
3. Send, receive, and respond to an email.
4. Create a formatted spreadsheet using simple formulas and functions.
5. Define database terms: field, record; sort; ascending; descending sort, filter or query, and report.
6. Compare and contrast memory and storage.
7. Apply file management techniques to manipulate files and organize a storage device.
8. Demonstrate a successful computer selection strategy.

Topics and Scope:

1. Software
 - a. System software
 - b. Application software
 - c. Setup procedures and hardware requirement overview
2. Types and uses of application software
 - a. Word processing
 - b. Database
 - c. Spreadsheet
 - d. Email
 - e. Paint and draw
 - f. Others
3. Storage devices
4. File Management

- a. Path
 - b. Device designators
 - c. Directories or folders
 - d. Extensions
 - e. Copy/Move/Delete
 - f. Directories and disk organization
5. Buying computer hardware and software
 - a. Product research and shopping strategies
 - b. How technical specifications affect performance and price
 - c. Product life cycles for hardware and software
 6. Email
 - a. Hardware and software requirements
 - b. Email addresses and passwords
 - c. Email etiquette
 - d. Sending, receiving and responding to email
 - e. Local area networks and wide area networks

Lab: hands-on practice with the following software

1. Word processing
2. Spreadsheet
3. Email
4. Database
5. Graphics
6. Browser and search engines

Assignment:

1. Read 20 - 35 pages in textbook each week.
2. Read and complete hands-on lab assignments each week.
3. Complete on-line tutorials.
4. Complete written computer related projects.
5. Four to eight quizzes.
6. Final with both a written and a hands-on portion.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework

Writing
5 - 10%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes

Problem solving
20 - 40%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Performance exams, Lab work to set standards

Skill Demonstrations
20 - 40%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams
30 - 50%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials:

Instructor prepared materials.

Practical Computing by Lynn Hogan. Pearson/Prentice Hall, 2005