#### CIS 101A Course Outline as of Fall 1981

### **CATALOG INFORMATION**

Dept and Nbr: CIS 101A Title: PC'S FOR NEW USERS

Full Title: Personal Computers for New Users

Last Reviewed: 10/4/2010

Units		Course Hours per Week		Nbr of Weeks	<b>Course Hours Total</b>	
Maximum	1.00	Lecture Scheduled	2.00	7	Lecture Scheduled	14.00
Minimum	1.00	Lab Scheduled	2.00	1	Lab Scheduled	14.00
		Contact DHR	1.60		Contact DHR	11.20
		Contact Total	5.60		Contact Total	39.20
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 28.00 Total Student Learning Hours: 67.20

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

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

Also Listed As:

Formerly:

## **Catalog Description:**

Designed as a first course for the student with little or no computer experience. Students will explore computer basics in a hands-on environment, using DOS and Windows-based IBM-compatible systems. Topics include: the components of a computer system; basic terminology; use of the mouse, keyboard and Windows interface; rudimentary disk and file handling; use of word processing software to create and print simple documents; accessing the Internet and the World Wide Web.

# **Prerequisites/Corequisites:**

## **Recommended Preparation:**

#### **Limits on Enrollment:**

### **Schedule of Classes Information:**

Description: Designed as a first course for the student with little or no computer experience. Students will explore computer basics in a hands-on environment, using DOS & Windows-based IBM-compatible systems. Topics include: the components of a computer system; basic

terminology; use of the mouse, keyboard & Windows interface; rudimentary disk and file handling; use of word processing software to create and print simple documents; accessing the Internet & the World Wide Web. (P/NP Only)

Prerequisites/Corequisites:

Recommended:

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:

**CSU Transfer:** Effective: Inactive:

**UC Transfer:** Effective: Inactive:

CID:

# **Certificate/Major Applicable:**

Certificate Applicable Course

### **COURSE CONTENT**

# **Outcomes and Objectives:**

The student will:

**General Concepts** 

- 1. draw and label the five components of the conceptual computer, describe the function of each and give an example of hardware that serves that function
- 2. define a personal computer
- 3. discuss the capabilities and limitations of the computer
- 4. define byte as a measure of memory/storage capacity
- 5. distinguish between software and hardware
- 6. distinguish between application and system software
- 7. identify three sources of information/assistance for the new computer user

Mouse

- 1. describe and demonstrate the four mouse actions
  - a) point
  - b) click
  - c) double click
  - d) drag

### Keyboard

- 1. locate, identify and describe the use of the modifier keys
  - a) shift
  - b) Ctrl
  - c) Alt

- 2. locate, identify and describe the use of the toggle keys
  - a) Caps Lock
  - b) Num Lock
  - c) Ins/(overwrite)
- 3. compare and contrast Backspace and Del key actions
- 4. locate, identify and demonstrate the use of the alphanumeric keys, special characters, space bar, function and escape keys, cursor control keys and indicator lights

#### Windows

- 1. minimize, maximize and restore a window
- 2. identify program, group and application icons
- 3. open a group icon
- 4. start/launch a program from a program icon to create a file, give it a name, save it on disk.
- 5. locate and choose appropriate commands from a menu bar and dropdown menu
- 6. identify and describe three windows menu conventions
  - a) grayed out commands
  - b) ellipses (...)
  - c) check mark
- 7. respond to simple dialog boxes including textboxes, "cancel" and "OK" identify the windows components
- 8. identify the windows components
  - a) Active window
  - b) Title bar
- 9. use the control menu box to close a window
- 10. use horizontal and vertical scroll bars to view window contents
- 11. describe the meaning of changes in the mouse pointer appearance Use word processing software to:
- 1. insert text into a document
- 2. describe and use the I-beam and insertion point
- 3. delete text from a codument
- 4. recognize, define and use word wrap
- 5. select text
- 6. format text by adding bold, centering, change of font and change of size
- 7. respond to simple dialog boxes including textboxes, "cancel" and "OK"
- 8. indent text using default tab
- 9. display and recognize the non-printing characters: tab, space and
- 10. check and correct spelling
- 11. double space a document
- 12. save and retrieve a document
- 13. distinguish between Save and Save As...
- 14. preview and print a document
- 15. exit the word processing program

# Disk Preparation and Handling

- 1. given a floppy diskette and a computer with a disk drive, be able to:
  - a) affix an adhesive label to the diskette
  - b) insert the disk into the drive
  - c) define format as well as format and add a volume label to the diskette
  - d) define backup as well as make a backup of a diskette

- e) define copy as well as copy a file from one drive to another
- f) delete a file
- 2. list five basic rules for disk care
- 3. identify disk drive by drive letters

Internet/World Wide Web

- 1. list examples of the information available on the information highway
- 2. define the terms:
  - a) Internet
  - b) World Wide Web
  - c) home page
  - d) search engine
  - e) on-line service
  - f) Internet service provider
- 3. explain elements of an Internet/World Wide Web address
- 4. describe and use standard Web Browser interface conventions
  - a) pointed finger
  - b) clicable, colored text
  - c) menu buttons
- 5. use a search engine to locate at least two items of interest

### **Topics and Scope:**

- 1. Five components of the conceptual computer and their use and hardware examples
  - a) input
  - b) output
  - c) memory
  - d) storage
  - e) processor
- 2. Personal computer definition
- 3. Capabilities and limitations of the computer
- 4. Memory/Storage capacity (byte, K, MB only)
- 5. What is hardware?
  - a) keyboard and mouse
  - b) printer
  - c) disks and disk drives (including diskette, Hard disk and CD-ROM)
  - d) memory
  - e) CPU/microprocessor
- 6. What is software?
  - a) keyboard
  - b) memory RAM and ROM
- 7. Resources
  - a) user groups
  - b) publications
  - c) retail stores
  - d) software manuals, tutorials, on-line help and phone support
- 8. Hands-on experience with
  - a) mouse
  - b) keyboard
  - c) Windows
  - d) diskette preparation (formatting and labeling) and handling
- 9. Word Processing

- a) entering text: I-beam and insertion point
- b) word wrap
- c) selecting text
- d) Save and Save As...
- e) retrieving a file
- f) non-printing characters
- g) editing: inserting and deleting
- h) formatting
  - 1) character level: bold, size, font
  - 2) paragraph level: center, double space, default tab
  - 3) page level: margins
- i) print preview and printing
- j) spell check
- k) exiting
- 10. File Management: backup, copy, delete
- 11. Internet and World Wide Web
  - a) example of information available
  - b) terminology and addressing
  - c) using a Web Browser
  - d) using a Search Engine

### **Assignment:**

- 1. Read 25 35 pages in textbook each week.
- 2. Read and complete 15 25 page lab assignments each week.
- 3. Written report on a topic such as resources, software selection, computer crime, video presentations.

#### 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.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments are more appropriate for this course.

Writing 0 - 0%

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

Homework problems, Lab reports

Problem solving 30 - 60%

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

**NONE** 

Skill Demonstrations 0 - 0% **Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion, IN LAB EXAMINATIONS

Exams 30 - 60%

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

ATTENDANCE, LAB LOG, WRITTEN REPORTS

Other Category 10 - 40%

# **Representative Textbooks and Materials:**

Microsoft Works 3.0 for Windows, Christopher Kelley, Course Technology 1994.

New Perspectives Concepts in Computing, Oja and Kelley, Course Technology, 1994.