CS 101A Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 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	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0.25	2	Lab Scheduled	4.38
		Contact DHR	0		Contact DHR	0
		Contact Total	1.25		Contact Total	21.88
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00 Total Student Learning Hours: 56.88

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 39 - Total 2 Times

Also Listed As:

Formerly: CIS 101A

Catalog Description:

A first course for the student with little or no computer experience. Students will explore computer basics in lecture and hands-on environment using Windows-based computer systems. Topics include: components of a computer system; basic terminology; use of the mouse, keyboard and Windows interface; beginning file management; word processing to create and print simple documents; accessing the Internet and the World Wide Web and web browsing.

Prerequisites/Corequisites:

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:

Description: A first course for the student with little or no computer experience. Students will explore computer basics in lecture and hands-on environment using Windows-based computer systems. Topics include: components of a computer system; basic terminology; use of the mouse, keyboard and Windows interface; beginning file management; word processing to create

and print simple documents; accessing the Internet and the World Wide Web and web browsing. (P/NP Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit:

Repeatability: Total 2 Times

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:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:

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

- 1. Identify the five major computer components, describe the function of each, and give an example of hardware that serves that function.
- 2. Compare the measures of memory/storage capacity; byte, kilobyte, megabyte, gigabyte, terabyte.
- 3. Distinguish between software and hardware.
- 4. Distinguish between application and system software.
- 5. Identify three sources of information/assistance for the new computer user.
- 6. Identify and use the main components of the Windows interface.
- 7. Apply basic file management skills.
- 8. Create, print, and save a simple document in Microsoft Word.
- 9. Describe and use standard web browser interface conventions.
- 10. Use a search engine to locate at least two items of interest.
- 11. Students repeating the class will complete additional more complex assignments.

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. Memory and storage capacity

- 3. Hardware
 - a) keyboard and mouse
 - b) printer
 - c) disks and other storage devices
 - d) memory
 - e) Central Processing Unit (CPU)/microprocessor
- 4. Software
 - a) application software
 - b) system software
- 5. Resources
 - a) user groups
 - b) publications
 - c) retail stores
 - d) software manuals, tutorials, on-line help and phone support
 - e) Internet or World Wide Web (WWW) Lab
- 6. Input devices and the user interface
 - a) mouse
 - b) keyboard
 - c) Windows
- 7. Word processing
 - a) entering text
 - b) formatting
 - c) editing
 - d) Save and Save As...
 - e) print preview and printing a document
 - f) exiting an application
 - g) repeating students will be given additional assignments requiring more complex formatting
- 8. File management
 - a) retrieve a file
 - b) backup a file
 - c) copy a file
 - d) move a file
 - e) rename a file
 - f) delete a file
 - g) create a folder
 - h) rename a folder
 - i) repeating students will be given additional assignments in file management folder
- 9. Internet and World Wide Web
 - a) components required to access the Internet
 - b) terminology and addressing
 - c) using a web browser
 - d) using a search engine

Assignment:

- 1. Read 15 20 pages in textbook each week
- 2. Read and complete lab assignments each week
- 3. Short written reports on topics such as resources, software selection, computer crime, web search results
- 4. Final exam--both written and hands on
- 5. Complete computer-based tutorials
- 6. One to three quizzes

7. Repeating students will be expected to use more complex formatting and file management features

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 and lab assignments

Problem solving 20 - 40%

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

Hands-on tests, in-class exercises

Skill Demonstrations 20 - 40%

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

Exams and quizzes: 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

Microsoft Office 2007 - Illustrated Introductory edition - Beskeen, Cram, Duffy - Course Technology (Cengage Learning), 2010.