## 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 | Course Hours Total | |
|---|---|---|---|---|---|---|
| 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.

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|---|
| 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.

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|---|
| Homework problems, Lab reports |

| Problem solving 30 - 60% |
|---|

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

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| NONE |

| Skill Demonstrations 0 - 0% |
|---|

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

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|---|---|
| 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.

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|---|---|
| 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.