CS 101A Course Outline as of Fall 2009

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	3.00	5	Lecture Scheduled	15.00
Minimum	1.00	Lab Scheduled	1.00	3	Lab Scheduled	5.00
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	20.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 30.00 Total Student Learning Hours: 50.00

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:	CIS 101A

Catalog Description:
Designed as a first course for the student with little or no computer experience. Students will explore computer basics using Windows-based computers. Topics include: the components of a computer system; basic terminology; use of the mouse, keyboard and Windows interface; beginning file management; use of word processing software to create and print simple documents; accessing the Internet and the World Wide Web.

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; simple file management, word processing, and web

browsing. (P/NP Only)
Prerequisites/Corequisites:
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:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

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
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 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

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
8. File management: retrieve, backup, copy, delete, new 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 a written and a hands-on portion.
5. Complete computer-based tutorials.

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	Problem solving 20 - 40%

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

Class performances, Performance exams	Skill Demonstrations 20 - 40%

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

Multiple choice, True/false, Matching items, Completion, in lab examinations	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.