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:

		Effective:	Inactive:
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.