GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: CSIS 1   DIVISION: 50   ALSO LISTED AS:

TERM EFFECTIVE: Fall 2021   CURRICULUM APPROVAL DATE: 05/11/2021

SHORT TITLE: COMPUTER LITERACY

LONG TITLE: Computer Literacy - MS Office

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
2	18	Lecture:	2	36
		Lab:	0	0
		Other:	0	0
		Total:	2	36

COURSE DESCRIPTION:

An introduction to computer concepts, including the history of computing. Provides an overview of networking, security, the web, computer hardware, operating systems, and application software. The role of the computer in modern life, both personal and professional, and applications of popular productivity software are examined. This course has the option of a letter grade or pass/no pass.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES
          L - Standard Letter Grade
          P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:
          02 - Lecture and/or discussion
          05 - Hybrid
          71 - Dist. Ed Internet Simultaneous
          72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Describe the role of technology in both the personal and the professional world, and identify appropriate technology to support personal productivity, learning, and future career growth.

2. Describe the basic principles of computer safety and security in a networked world. Demonstrate a working knowledge of operating system functions, installation of application software, and use of productivity suites.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 05/11/2021

4 hours
Computer Hardware
Peripheral Devices

2 hours
Software
Working with Files
Getting Started with Application Software

6 hours
Creating a Document
Formatting a Document
Finalizing a Document

6 hours
Creating a Worksheet
Formatting a Worksheet
Finalizing a Worksheet

4 hours
Creating a Presentation
Finalizing a Presentation

6 hours
Creating a Database
Finalizing a Database

4 hours
Networks
Working with E-mail
Browsing the Web

2 hours
Safety, Privacy, and Security

2 hours
Final

METHODS OF INSTRUCTION:
Lecture, demonstrations, projects and videos.

OUT OF CLASS ASSIGNMENTS:
Required Outside Hours: 72
Assignment Description: Read chapters in the text, do assigned exercises, and complete assigned projects.

METHODS OF EVALUATION:
Writing assignments
Percent of total grade: 15.00 %
15% - 20% Written homework; Lab reports
Problem-solving assignments
Percent of total grade: 15.00 %
15% - 20% Homework problems; Lab reports; Quizzes
Skill demonstrations
Percent of total grade: 20.00 %
15% - 20% Class performance
Objective examinations
Percent of total grade: 50.00 %
50% - 50% Multiple choice; True/false; Matching items; Completion

REPRESENTATIVE TEXTBOOKS:
Jennifer T. Campbell | Mark Ciampa | Barbara Clemens | Steven M. Freund | Mark Frydenberg | Ralph Hooper | Lisa Ruffolo, New Perspectives Collection. Technology for Success - Computer Concepts. Cengage ,2020.
ISBN: ISBN-10: 0357124820 | ISBN-13: 9780357124826
Reading Level of Text, Grade: 12+ Verified by: MS Word

ARTICULATION and CERTIFICATE INFORMATION

      Associate Degree:

            GAV E2, effective 200370

      CSU GE:

      IGETC:

      CSU TRANSFER:

            Transferable CSU, effective 200370

      UC TRANSFER:

            Transferable UC, effective 200370

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN: CSCI2

CAN Sequence: XXXXXXXX

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000095976

Sports/Physical Education Course: N

Taxonomy of Program: 070100