GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95020

Course Outline

Course: CSIS 123   Division: 50   Also Listed As:

Term Effective: 198530, INACTIVE COURSE

Short Title: MICROCOMPU APPLICA

Full Title: Microcomputer Applications

Contact Hours/Week	Units	Number of Weeks	Total Contact Hours
Lecture: 0	1	17	Lecture: 0
Lab: 3			Lab: 51
Other: 0			Other: 0
Total: 3			Total: 51

Credit Status: D - Credit - Degree Applicable

Grading Modes: L - Standard Letter Grade

Repeatability: Repeatability: N - Course may not be repeated

Schedule Types: 04 - Laboratory/Studio/Activity

Course Description:

A "hands on" introduction to the microcomputer. The student
will gain experience by using a microcomputer to run
various software programs including word processing,
spreadsheets, DOS, graphics, data management, and
telecommunications.
ADVISORY: Eligible for English 250 and English 260; CSIS
122 or concurrent enrollment.

ARTICULATION and CERTIFICATE INFORMATION
    Associate Degree:
    CSU GE:
    IGETC:
    CSU TRANSFER:
        Transferable CSU, effective 198530
    UC TRANSFER:
        Not Transferable

PREREQUISITES:

COREQUISITES:

STUDENT LEARNING OUTCOMES:
1. Identify the basic hardware computer components--the keyboard,
the display, the system unit, storage (disk drives), and the
printer.
2. Understand what softwsare is--both system programs and user
programs.
3. Demonstrate the use of the IBM personal computer including the
setup, using the disk drives, and using the keyboard.
4. Use DOS (Disk Operating System) and understand the multiple
functions of this system software.
5. Evaluate application software from a user's point-of-view.
This includes hands-on evaluation.
6. Demonstrate the use of numerous application software packages
including: Educational software, entertainment software,
word processing software, electronic spreadsheet software,
business software, data base software, telecommunications
simulation software, miscellaneous applications: graphics.

TOPICS AND SCOPE:
Inactive Course: 12/08/2008
1   4   "Exploring the IBM PC" software tutorial
program/worksheet
2   4   Video using Disks and DOS
"The Instructor" software tutorial program/work-
sheet.
3   4   Demonstration: using the printer, introduce a
beginning word processing program, Bank Street
Write.
4   4   Demonstration and Practice: creating a file,
saving, retrieving, and clearing screen.
5   4   Demonstration and Practice: using features of
Bankstreet Writer.
6   4   Video: "Computer Images" - introducing computer
graphics.
7   4   Demonstration and Practice: features of PFS:
Professional Write.
8   4   Demonstration and Practice: additional features
of Professional Write.
9   4   Quiz #1 - "Introduction to Computer"
Demonstration and Practice new features of
Professional Write programs
10   4   Demonstration and Practice of Disk Operating

System commands.

11   4   Video: Databases

12   4   Demonstration and Practice: designing a data base.

13   4   Demonstration and Practice: searching and editing data.

14   4   Demonstration and Practice: report generating functions of Professional File.

15   4   Video: "spreadsheets", Handout: "Introduction to DOS" - prepare for quiz.

16   4   Quiz #2 - Inf. from "Intro. to DOS"
Demonstration: formatting and copying spreadsheet
Program data disks.

17-18   4   Video: telecommunication

ASSIGNMENTS:

Reading assignments to accompany lecture, lab exercise/reading.

COURSE OBJECTIVES:

1. The student will review the self-paced CAI program which introduces the hardware and software components of a micro-computer. He/she will complete the worksheet that accompanies this disk.

2. The student will practice "booting" the microcomputer, load the Disk Operating System and formate a data disk.

3. The student will review the self-paced CAI program which reviews the components of a microcomputer and introduces application software. He/she will complete the worksheet that accompanies this disk.

4. The student will practice using the printer: going "on-line," "off-line," "form feeding," "line feeding," and using the switchbox.

5. The student will complete the software tutorial which introduces the features and functions of the wordprocdessing program. The student will complete the worksheet that accompanies the disk.

6. The student will load the software program; create, save and print 3 projects (files).

7. The student will practice using the following features of the software program and complete 4 projects using these features: centering, dictionary, line spacing, inserting, caps lock, and retrieving.

8. The student will practice using the personality profile and graphics software and complete a project using each software package.

9. The student will complete the CAI overview of Professional Write and produce one hard copy of a document using the elementary features (create, save, print, get, insert, dictionary, erase) of this software program.

10. The student will practice using the following Professional Write features - double spacing, centering, underline, dictionary, margins, and produce three printouts utilizing these features.

11. The student will complete the objective, open-book quiz on the basic components of the microcomputer.

12. The student will practice using the following features of professional Write - insert word, insert line, re-center a title, boldface, and produce 4 printouts utilizing these

features.
13. The student will view the CAI "Professor DOS" tutorial and complete the accompanying worksheet.
14. The student will view the CAI tutorial on DBase and complete the accompanying worksheet.
15. The student will become familiar with the Professional File software program, create a file, design a form, print the form, design, and add information to the new file.
16. The student will practice using the search and update functions of Professional File and produce a printout of the updated file.
17. The student will utilize the "Report" function of Professional File and generate six printouts of the data base, each with a specific format.
18. The student will view the CAI tutorial on Lotus 1-2-3 and complete the accompanying worksheet.
19. The student will complete the objective, open-book quiz on the DOS commands.
20. The student will become familiar with the spreadsheet program and complete and print three projects: a sample budget, original and revised receipts.
21. The student will complete the CAI Simulation on telecommunication and printout the results of the encyclopedia search.

METHODS OF INSTRUCTION:
Lecture, CAI, demonstrations, videos

REPRESENTATIVE TEXTBOOKS:
In class handouts.

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: I
Noncredit Category: Y
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
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: CCC000225087
Sports/Physical Education Course: N
Taxonomy of Program: 051400