STV70 : Introduction to Computers

General Information

Author:	• Kassandra Wilson
Course Code (CB01) :	STV70
Course Title (CB02) :	Introduction to Computers
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0518.00) Customer Service
CIP Code:	(52.0411) Customer Service Support/Call Center/Teleservice Operation.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608728
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 70 introduces computer concepts to students with no previous experience with computing. The course focuses on the personal computer (PC). Lecture/ Demonstration 16 hours. Pass/No pass.
Justification:	Mandatory Revision
Academic Career:	• Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	• Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

• Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	16
Total Course Out-of-Class Hours	0
Total Student Learning Hours	16

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	16	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54

Course In-Class (Contact) Hours

Lecture	16
Laboratory	0
Studio	0
Total	16

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives
- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture

Methods of Instruction	Laboratory

Methods of Instruction	Multimedia

Methods of Instruction	Collaborative Learning

Methods of Instruction	Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation	Rationale
Exam/Quiz/Test	Skills exercises at end of each chapter
Exam/Quiz/Test	Final exam

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Katherine Pinard	CMPTR³ : computer applications and concepts	Cengage	2017	978-1-305-86287-6

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Describe basic functions of computer hardware.

Explain the difference between application software and system software.

Describe the basic components of a computer.

Define software components including operating systems.

Use proper computer terminology.

Install basic software in a computer.

List major computer peripherals and their functions.

SLOs

Utilize word processing, spreadsheet, database, and presentation software for simple tasks and basic applications.

Expected Outcome Performance: 70.0

STV General Front Office Clerk III Certificate	Compile and edit spreadsheets using common business software and/or the calculator.
	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
STV Dental Front Office Certificate	Perform clerical duties such as: schedule appointments, answer phones, etc.
STV General Front Office Clerk I Certificate	Produce documents using a word processor.
STV Account Clerk I Certificate	Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.

Identify the basic elements required in a computer system.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.	
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.	
STV Dental Front Office Certificate	Perform clerical duties such as: schedule appointments, answer phones, etc.	
STV Account Clerk I Certificate	Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.	
STV General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.	

Distinguish between an operating system and an application program, and what each is used for in a computer.
Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.	
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.	
STV Account Clerk I Certificate	Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.	
STV General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.	

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?
No

Is this proposal submitted in response to learning outcomes assessment data?
No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.
No Value

SLO Evidence
No Value

Course Content

Lecture Content

Computer Basics (3 hours)
- Defining computers
- Exploring computer functions
- Categorizing computers

- Examining personal computer system
- Introducing peripheral devices
- Introducing application and system software

Computer Hardware (4 hours)
- Introducing storage technology
- Comparing storage technologies
- Comparing storage media and devices
- Exploring hard disk technology
- Exploring CD/DVD technology
- Exploring solid state storage
- Examining input devices
- Comparing display devices
- Comparing printers
- Understanding expansion slots, cards, and ports
- Exploring peripheral devices

Computer Software (3 hours)
- Introducing computer software
- Exploring operating system
- Defining document production software
- Defining spreadsheet software
- Defining database software
- Defining graphics software
- Defining business software
- Defining entertainment and education software
- Understanding licenses and copyrights
- Installing software

Digital Electronics (6 hours)
- Introducing digital data representation
- Introducing integrated circuits
- Exploring processor performance factors
- Understanding computer memory

Total hours: 16

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value