

## CS/IS100 : Computer Concepts

### General Information

Author:	• James Miketta
Course Code (CB01) :	CS/IS100
Course Title (CB02) :	Computer Concepts
Department:	CSIS
Proposal Start:	Winter 2025
TOP Code (CB03) :	(0701.00) Information Technology, General
CIP Code:	(11.0101) Computer and Information Sciences, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	Yes
Course Control Number (CB00) :	CCC000324473
Curriculum Committee Approval Date:	03/27/2024
Board of Trustees Approval Date:	06/18/2024
Last Cyclical Review Date:	03/27/2024
Course Description and Course Note:	CS/IS 100 is a survey course designed to introduce concepts and applications to students with no previous exposure to computing. It is directed toward students who want a single survey course in computer concepts, and who may be using a computer in a work situation. Note: This course is not intended for CIS, IT or CS majors and may not be taken for credit by students who have completed CS/IS 101.
Justification:	Mandatory Revision
Academic Career:	• Credit
Author:	• James Miketta

### Academic Senate Discipline

Primary Discipline:	• Computer Information Systems (Computer network installation, microcomputer technology, computer applications)
Alternate Discipline:	No value
Alternate Discipline:	No value

### Course Development

<b>Basic Skill Status (CB08)</b> Course is not a basic skills course.  <input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	<b>Course Special Class Status (CB13)</b> Course is not a special class.  <b>Pre-Collegiate Level (CB21)</b> Not applicable.	<b>Grading Basis</b> • Grade with Pass / No-Pass Option  <b>Course Support Course Status (CB26)</b> Course is not a support course
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## Transferability & Gen. Ed. Options

### General Education Status (CB25)

Not Applicable

### Transferability

Transferable to CSU only

### Transferability Status

Approved

## Units and Hours

### Summary

<b>Minimum Credit Units (CB07)</b>	3
<b>Maximum Credit Units (CB06)</b>	3
<b>Total Course In-Class (Contact) Hours</b>	54
<b>Total Course Out-of-Class Hours</b>	108
<b>Total Student Learning Hours</b>	162

### Credit / Non-Credit Options

#### Course Type (CB04)

Credit - Degree Applicable

#### Noncredit Course Category (CB22)

Credit Course.

#### Noncredit Special Characteristics

No Value

#### Course Classification Code (CB11)

Credit Course.

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	3	6
Laboratory Hours	0	0
Studio Hours	0	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	54
Laboratory	0
Studio	0
<b>Total</b>	54
<b>Course Out-of-Class Hours</b>	
Lecture	108
Laboratory	0
Studio	0
<b>Total</b>	108

## 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

ESL141 - Grammar And Writing IV

#### Objectives

- Compose a 400 to 450-word thesis-based essay which: (a) summarizes and cites appropriately a reading passage provided as a prompt, (b) includes a clear thesis statement, (c) uses evidence to support the thesis, (d) shows clear organization into an introduction, body, and conclusion, and (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.

OR

### Advisory

CABOT105 - Introduction To Office Correspondence

#### Objectives

- Proofread, edit, and revise composition.

## Entry Standards

Entry Standards

## Course Limitations

Cross Listed or Equivalent Course

## Specifications

### Methods of Instruction

Methods of Instruction                      Lecture

Methods of Instruction                      Discussion

Methods of Instruction                      Multimedia

Methods of Instruction                      Demonstrations

### Out of Class Assignments

- Written and hands-on computer activities (e.g. using word and excel for specific tasks)
- Online activity based projects or research projects (e.g. researching current computer trends and current problems with computing technology.)

### Methods of Evaluation

### Rationale

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Midterm examinations

Exam/Quiz/Test

Final examination; written, application, and performance

Activity (answering journal prompt, group activity)

Lab Assignments

### Textbook Rationale

No Value

### Textbooks

Author	Title	Publisher	Date	ISBN
O'Leary, T.	Computing Essentials 2021	McGraw-Hill Publishing	2020	9781260323993

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

No Value

### Materials Fee

No value

## Learning Outcomes and Objectives

### Course Objectives

Explain the concept of a network.

Identify hardware and software needed to create a network.

Describe the Internet and Internet services.

Explain organizational implications of the Internet.

Describe distinctions between system software and application software.

Explain common functions of system software.

Use word processing, spreadsheet, database, and presentation software to examine, communicate and solve basic business problems.

### SLOs

#### Apply basic computer concepts and terminology.

Expected Outcome Performance: 70.0

<i>ILOs</i> 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.
<i>CSIS</i> Information Technology Certificate	Demonstrate installing, configuring and maintaining computer and mobile devices, including diagnosing, resolving and documenting common hardware and software.
<i>CSIS</i> Information Technology - A.S. Degree Major	Demonstrate installing, configuring, and maintaining computer and mobile devices, including diagnosing, resolving, and documenting common hardware and software.
<i>BUSAD</i> Insurance Professional	Discuss loss exposures, personal risk insurance, and types of personal insurance policies.
<i>ACCTG</i> Bookkeeping - Certificate	Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.

ACCTG Bookkeeping - A.S. Degree Major	Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.
CSIS Computer Science - A.S. Degree Major	Prepare a software project to implement a single scientific, mathematical, business, or technical function.
CSIS Computer Science - Certificate	Prepare a software project to implement a single scientific, mathematical, business, or technical function.
BUSAD Entrepreneurship/Small Business	Understand and apply the business skills necessary to start or manage a successful small business.
CSIS Computer Information Systems	analyze simple business or technical problems relevant to programming, and prepare solutions to them demonstrate an understanding of the operations and processes of a computer relevant to programming. implement a program in either C/C++ or Java, using objects
CSIS Computer Support Technician	demonstrate an understanding of computer structure and operations possess a basic knowledge of computer operation and capabilities with the skills to troubleshoot problems or aid in user support.
CSIS Computer Software Technician	demonstrate the ability to independently create, save, modify and print a document using a word processing program and appropriate assistive technology
CSIS Web Development - Certificate	use industry standard tools and techniques to produce, publish and maintain Web sites and Web content.
CSIS Web Development - A.S. Degree Major	use industry standard tools and techniques to produce, publish and maintain Web sites and Web content.
<b>Use the Windows operating system.</b> <span style="float: right;">Expected Outcome Performance: 70.0</span>	
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.
CSIS Information Technology Certificate	Demonstrate installing, configuring and maintaining computer and mobile devices, including diagnosing, resolving and documenting common hardware and software.
CSIS Information Technology - A.S. Degree Major	Demonstrate installing, configuring, and maintaining computer and mobile devices, including diagnosing, resolving, and documenting common hardware and software.
BUSAD Insurance Professional	Discuss loss exposures, personal risk insurance, and types of personal insurance policies.
ACCTG Bookkeeping - A.S. Degree Major	Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.
ACCTG Bookkeeping - Certificate	Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.
BUSAD Management - Certificate	Plan, present, and evaluate various types and lengths of speeches and other oral presentations.
CSIS Computer Science - A.S. Degree Major	Prepare a software project to implement a single scientific, mathematical, business, or technical function.

CSIS Computer Science - Certificate	Prepare a software project to implement a single scientific, mathematical, business, or technical function.
BUSAD Entrepreneurship/Small Business	Understand and apply the business skills necessary to start or manage a successful small business.
CSIS Computer Information Systems	analyze simple business or technical problems relevant to programming, and prepare solutions to them  demonstrate an understanding of the operations and processes of a computer relevant to programming.  implement a program in either C/C++ or Java, using objects
CSIS Computer Support Technician	demonstrate an understanding of computer structure and operations  possess a basic knowledge of computer operation and capabilities with the skills to troubleshoot problems or aid in user support.
CSIS Computer Software Technician	demonstrate the ability to independently create, save, modify and print a document using a word processing program and appropriate assistive technology
CSIS Web Development - Certificate	use industry standard tools and techniques to produce, publish and maintain Web sites and Web content.
CSIS Web Development - A.S. Degree Major	use industry standard tools and techniques to produce, publish and maintain Web sites and Web content.
<b>Use word processing, spreadsheet, database, and presentation software for simple tasks and basic applications.</b>	
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.
CSIS Information Technology Certificate	Demonstrate installing, configuring and maintaining computer and mobile devices, including diagnosing, resolving and documenting common hardware and software.
CSIS Information Technology - A.S. Degree Major	Demonstrate installing, configuring, and maintaining computer and mobile devices, including diagnosing, resolving, and documenting common hardware and software.
BUSAD Management - A.S. Degree Major	Describe and apply the five functions of a manager: planning, organizing, staffing, leading and controlling.
BUSAD Management - Certificate	Describe and apply the five functions of a manager: planning, organizing, staffing, leading and controlling.
BUSAD Insurance Professional	Discuss loss exposures, personal risk insurance, and types of personal insurance policies.
ACCTG Bookkeeping - A.S. Degree Major	Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.
ACCTG Bookkeeping - Certificate	Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.
CSIS Computer Science - A.S. Degree Major	Prepare a software project to implement a single scientific, mathematical, business, or technical function.
CSIS Computer Science - Certificate	Prepare a software project to implement a single scientific, mathematical, business, or technical function.

*BUSAD*  
Entrepreneurship/Small  
Business

Understand and apply the business skills necessary to start or manage a successful small business.

*BUSAD*  
General Business - A.S.  
Degree Major

Understand and apply the four P's of marketing, business law, investments, management, and marketing.

*BUSAD*  
General Business - Certificate

Understand and apply the four P's of marketing, business law, investments, management, and marketing.

*CSIS*  
Computer Information  
Systems

analyze simple business or technical problems relevant to programming, and prepare solutions to them

demonstrate an understanding of the operations and processes of a computer relevant to programming.

implement a program in either C/C++ or Java, using objects

*CSIS*  
Computer Support  
Technician

demonstrate an understanding of computer structure and operations

possess a basic knowledge of computer operation and capabilities with the skills to troubleshoot problems or aid in user support.

*CSIS*  
Computer Software  
Technician

demonstrate the ability to independently create, save, modify and print a document using a word processing program and appropriate assistive technology

*CSIS*  
Web Development -  
Certificate

use industry standard tools and techniques to produce, publish and maintain Web sites and Web content.

*CSIS*  
Web Development - A.S.  
Degree Major

use industry standard tools and techniques to produce, publish and maintain Web sites and Web content.

## 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

#### Introduction to Computers, Their History and Contemporary Uses (3 Hours)

#### Computer Problem (3 Hours)

- Solving capacities
- Jargon
- Current trends

#### Computer Ethics (3 Hours)

- The threat to personal privacy
- The threat to individuality

#### Computer Hardware (8 Hours)

- Central Processing Unit (C.P.U.)
- Input, Output, and Memory devices
- Microprocessors

#### Applications Software and Personal Computers (3 Hours)

#### Word Processing (12 Hours)

- Principles
- Sample software

#### Spreadsheets (12 Hours)

- Principles
- Sample software

#### File Managers (10 hours)

- Principles
- Sample software

**Total Hours: 54**

## 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

Not Repeatable

### Justification (if repeatable was chosen above)

No Value

## Resources

**Did you contact your departmental library liaison?**

No

**If yes, who is your departmental library liaison?**

Aisha Conner-Gaten (Business, ESL-Credit)

**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