GROSSMONT COLLEGE

 COURSE OUTLINE OF RECORD

Curriculum Committee Approval: 04/20/2021

GCCCD Governing Board Approval: 05/18/2021

# COMPUTER SCIENCE INFORMATION SYSTEMS 105 – INTRODUCTION TO COMPUTING

1. Course Number Course Title Semester Units

 CSIS 105 Introduction to Computing 3

Semester Hours

 2 hours lecture: 32-36 hours 64-72 outside of class hours 3 hours lab: 48-54 hours

 144-162 total hours

2. Course Prerequisites

 None

 Corequisite

 None

 Recommended Preparation

 None

3. Catalog Description

 This is an introductory small computing course for those desiring beginning computer knowledge and skills. It includes an overview of a typical personal computer system including input and output devices, the processor, and storage devices. Also included is hands-on experience with a computer and popular application software, including Microsoft Word, Excel, Access and PowerPoint**.** Emphasis will be placed on those skills and knowledge needed to use and maintain a home or small business computer.

4. Course Objectives

 The student will:

 a. Identify and describe the major purpose of common computer input devices, output devices and storage units (both primary and secondary).

 b. Properly apply terminology pertinent to computer systems and components.

 c. Demonstrate the skills necessary to start up a computer operating system and an application, open a file, use common editing tools to modify that file, save the file to an auxiliary storage device, and properly shut down the system.

 d. Evaluate the type of software best suited to a variety of general application tasks.

 e. Orally describe and discuss at least three aspects of computer topics affecting today’s society such as software piracy and ethics, ergonomics and the health risks involved in computer use, office productivity, and global communications.

 f. Design and Implement at least five projects using the computer as a tool, such as writing a word processing document, designing a simple budget or portfolio with a spreadsheet, creating an address book using a database, edit a digital picture using computer graphics editing software, or making a multimedia presentation with PowerPoint. The student will do all the design work involved in these projects, including the necessary analysis of the problem, the design of the solution, the layout of the presentation, and production of appropriate output.

5. Instructional Facilities

 A computer lab with internet access and appropriate software.

6. Special Materials Required of Student

 Removable storage media compatible with lab computer or cloud storage capability.

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7. Course Content

 a. Introduction to the usage of and types of computers in business, science education, and home.

 b. Hardware: input, processing, output, and storage devices used with personal computers.

 c. Software: system and application in common use today on small systems and on the Internet.

 d. Problem solving using computers.

 e. Maintenance and use issues facing the home computer owner.

 f. Hands-on projects involving the operating system applications software and the Internet.

 g. Social, ethical, and safety issues regarding computer use.

 h. Microsoft Word Processing, Spreadsheet, Presentation and Operating System Software.

8. Method of Instruction

 a. Interactive classroom lecture

 b. Hands-on lecture

 c. Demonstrations

9. Methods of Evaluating Student Performance

 a. Quizzes, exams and critical discussions that measure students’ ability to identify computer hardware and operating systems components and terminology and to explain computer concepts and application.

 b. Practical exams that measure students’ ability to use computer hardware and operating system knowledge and skills to demonstrate proficiency in computer hardware operation and use of operating systems.

 c. Exercises that assess students’ ability to effectively utilize computer hardware and applications software to complete word processing, spreadsheet, and presentation graphics tasks.

 d. Exercises and presentations which measure students’ ability to discuss the use of computers in modern society and inherent dangers associated with their use.

10. Outside Class Assignments

 a. Reading assignments from text.

 b. Applications software projects.

11. Representative Texts

 a. Representative Text(s):

 1) Parsons/Oja. *Computer Concepts Illustrated Introductory*, 9th ed. ISBN: 978-1-133-62616-9.

 2) Beskeen, Cram, Duffy, Friedrichsen, Wermers. *Illustrated Microsoft Office 365 & Office 2019 Introductory*, 1st Edition. ISBN: 978-0-357-02567-3.

 b. Supplementary texts and workbooks:

 None

 Addendum: Student Learning Outcomes

 Upon completion of this course, our students will be able to do the following:

* 1. Demonstrate skills to start up a computer system and open an application, close the application and properly shut down the computer system.
	2. Demonstrate file management skills: opening a file, entering data into the file, modifying the file and saving the file to an auxiliary storage device.
	3. Describe and discuss the ethical and moral aspects of how computers affect today’s society.