

AIS 005: COMPUTER SURVIVAL SKILLS

Date Submitted: Wed, 12 Jun 2019 14:58:21 GMT

Formerly known as:

CIS 005 (or if cross-listed - inactivated courses associated with this course)

Originator

amsimmons

Justification / Rationale

Enter unique number for recent approval of course

Effective Term

Fall 2019

Credit Status

Credit - Degree Applicable

Subject

AIS - Applications and Information Systems

Course Number

005

Full Course Title

Computer Survival Skills

Short Title

COMPUTER SURVIVAL

Discipline**Disciplines List**

Computer Information Systems (Computer network installation, microcomputer technology, computer applications)

Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)

Modality

Face-to-Face

100% Online

Catalog Description

This course provides the basic computer skills required for success in both academic and career endeavors. Students become comfortable with operating systems and file management; understand the relationships among hardware, software, networks, and file sharing through mobile devices. Students learn how to use word processing, presentation applications and the Internet as tools for academic and vocational success. Students also have an opportunity to develop keyboarding skills.

Schedule Description

Computer survival skills.

Lecture Units

1

Lecture Semester Hours

18

Lab Units

1

Lab Semester Hours

54

In-class Hours

72

Out-of-class Hours

36

Total Course Units

2

Total Semester Hours

108

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Author

Parsons, June Jamrich

Title

Computer Concepts 2018, Comprehensive/with Mindtap

Edition

20th

City

Boston, MA

Publisher

Cengage Learning

Year

2018

College Level

Yes

ISBN #

9781305951495

For Text greater than five years old, list rationale:

Special ISBN issued for ebook and online resources package.

Class Size Maximum

32

Entrance Skills

a. We advise students to self-test their skills, using a short online test being developed by the CIS faculty. Those who pass comfortably are advised to enroll directly into the new CIS-010 course. Those students not well prepared are advised to complete this course – CIS-005 - before attempting CIS-010.

Course Content

1. Basic hardware concepts, digital devices
2. Software Basics and Operating Systems
3. Apps and Applications and Productivity Software
4. Digital Content

- a. Sound
- b. Graphics
- c. Video
5. Network Basics and the Internet
6. Web Basics, Browsers and Search Engines.
7. Digital Security
8. File Management
 - a. Identification of storage locations (fixed and removable)
 - b. Determination of preferred user data storage location
 - c. Creation of folders in selected user data storage location
 - d. Creation of user data files in the folder
 - e. Copying folders and files
 - f. Backup and Restore
9. Email Basics
10. Word Processing
 - a. Creating, retrieving, editing, saving, and printing word documents
 - b. Word wrap
 - c. Writing a business letter
 - d. Proper citation
 - e. Using spell check
 - f. Sending a document as an e-mail attachment
11. Social Media, Values and Online Community
12. Electronic presentations (PowerPoint)
 - a. Create a basic PowerPoint presentation
 - b. The impact of color, theme, white space
 - c. Effectiveness

Lab Content

1. Keyboarding practice to develop speed and accuracy at a minimum level of 25 wpm
2. Word processing practice
3. Presentation practice
4. Internet search practice on assigned topics

Course Objectives

	Objectives
Objective 1	Understand types of information systems and their role in business.
Objective 2	Apply proper citation to an essay or research paper.
Objective 3	Create basic Word documents and Power Point presentations.
Objective 4	Demonstrate the ability to save and retrieve documents on a variety of appropriate storage devices
Objective 5	Demonstrate keyboard skills at a minimum of 25 wpm
Objective 6	Understand basic networking concepts.
Objective 7	Understand emails basics, security and etiquette.
Objective 8	Understand computer and internet security and ethical issues and challenges.
Objective 9	Understand basic system and application software programs and concepts.
Objective 10	Describe multiple uses of social media

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Demonstrate keyboard skills at a minimum of 25 words per minute with less than 2 errors
Outcome 2	Demonstrate personal computer management skill including peripherals, internet access, security.
Outcome 3	Demonstrate ability to create, save, retrieve, and edit word processing and presentation documents.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	In class discussion and/or online Canvas discussions
Demonstration, Repetition/Practice	Practice using different computer features according to the class content
Technology-based instruction	Use of hardware and software according to objectives
Lecture	Presentation of topic in content
Other (Specify)	Reading assignments Self-paced typing tutorials

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Computational/problem-solving evaluations	Business related critical thinking assignments and class team discussions.	In and Out of Class
Student participation/contribution	Class discussion and online Canvas based discussion	In Class Only
Tests/Quizzes/Examinations	Developing and assigning classroom, lab, and/or online exercises such as drills and quizzes in order to apply computer basic features.	In and Out of Class

Assignments
Other In-class Assignments

1. Essay and multiple-choice quizzes and exams
2. Participation in and contribution to classroom discussions
3. Completion of textbook review questions and exercises
4. Keyboard skills practice during lab hours
5. Demonstrate the ability to search the internet for appropriate information.
6. Electronic presentation.
7. Create a simple PowerPoint presentation.

Other Out-of-class Assignments

1. Completion of textbook review questions and exercises
2. Word Processing software:
 - a. Create, save, retrieve, revise and print documents using word processing software.
 - b. Create an appropriate and effective business letter.
 - c. Create a resume.
 - d. Correctly format an essay.
3. Complete Internet research assignments
4. Create an electronic presentation using PowerPoint

Grade Methods

Letter Grade Only

Distance Education Checklist
Instructional Materials and Resources
Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
 Regular virtual office hours
 Private messages
 Online quizzes and examinations

Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class if online is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well.

Online Course Enrollment**Maximum enrollment for online sections of this course**

32

Other Information**MIS Course Data****CIP Code**

52.0401 - Administrative Assistant and Secretarial Science, General.

TOP Code

051400 - Office Technology/Office Computer Applications

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded**Attach relevant documents (example: Advisory Committee or Department Minutes)**

AIS 005 Approval Letter.pdf

Approvals**Curriculum Committee Approval Date**

3/5/2019

Academic Senate Approval Date

3/14/2019

Board of Trustees Approval Date

5/17/2019

Chancellor's Office Approval Date

5/28/2019

Course Control Number

CCC000605505

Programs referencing this course

Business Information Worker Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=199>)
Applications and Information Systems AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=223>)
Real Estate Development Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=102>)
Real Estate Development Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=103>)
Hospitality Management Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=117>)
Computer Information Systems Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=122>)
Golf Management AA Degree (<http://catalog.collegeofthedesert.eduundefined?key=22>)
Hospitality Management AS Degree (employment preparation) (<http://catalog.collegeofthedesert.eduundefined?key=60>)
Agriculture Food Safety Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=83>)
Agriculture Office Assistant Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=84>)
Agriculture Office Professional Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=85>)
Agriculture Pest Management Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=86>)
Agriculture Technician Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=87>)