Course Outline for CIS 94

COMPUTER SKILLS FOR THE WORKPLACE

Effective: Spring 2018

I. CATALOG DESCRIPTION:
CIS 94 — COMPUTER SKILLS FOR THE WORKPLACE — 2.00 units

Fundamental computer competency course designed to develop the basic computer skills and knowledge required in today's business environment. Basic computer competency is no longer a nicety, but a necessity. Topics include; essentials of computing, hardware and software concepts, the Internet, ethical issues, and information protection. Practical hands-on applications will introduce students to the fundamentals of word processing, spreadsheets, presentation software, database, and email communication and basic keyboarding techniques for accuracy and speed. Use of technology to identify, gather, and analyze information and for communication, and understanding the legal, ethical and societal implications of technology. No previous experience with computers is required.

 1.00 Units Lecture 1.00 Units Lab

Grading Methods:
Letter or P/NP

Discipline:
 • Computer Information Systems

	MIN
Lecture Hours:	18.00
Lab Hours:	54.00
Total Hours:	72.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:
Upon completion of this course, the student should be able to:

A. Identify the major components of a computer and their functions and distinguish between computer hardware and software;
B. Use a personal computer and its Graphical User Interface (GUI) effectively
   1. Initiate and terminate a computer work session
   2. Manage the desktop
   3. Switch between multiple concurrent application programs; transfer information between two documents and/or applications
C. Use a Internet browser effectively
   1. Accessing the Internet from any computer
   2. Display a web page given a specific URL
   3. Construct the appropriate URL using the WWW naming conventions
   4. Issue the commands to follow a graphical or textual hyperlink
   5. Use the browser's navigation controls to efficiently navigate
   6. Save a given URL for future reference
D. Use the Internet effectively as a source of information
   1. Select the appropriate keywords for an Internet search given a problem statement
   2. Use the appropriate Internet browser commands to print a small select number of pages in a lengthy multi-page document
E. Use electronic forms of communication
   1. Create, send, and retrieve electronic mail
   2. Recognize a valid Internet e-mail address
   3. Create an e-mail message including both the message body and the subject line
   4. Send a given e-mail to a single recipient and/or to multiple recipients
   5. Send an e-mail attachment (e.g. word processed document, JPEG image)
F. Use proper fingering and keystroking on a computer keyboard by touch;
G. Maintain proper positioning at the computer to type with greater speed and accuracy;
H. Use word processing software at a basic-level including:
   1. Use a computer keyboard to enter text into a document
   2. Use the appropriate commands to edit text
   3. Apply and remove basic formatting
I. Use presentation graphics software at a basic-level including:
   1. Create and edit a slide presentation
   2. Work with graphics, including inserting clipart or other graphic formats, resizing and repositioning images
   3. Animate presentation text and/or graphics

4. Use the appropriate navigation controls to mechanically deliver a slide show
5. Generate the appropriate hard copy printouts
J. Use spreadsheet software at a basic-level including:
1. Enter text and numbers into a given spreadsheet cell
2. Create spreadsheet formulas combining the appropriate mathematical formulas and/or built-in functions and the appropriate cell references.
3. Apply and remove simple cell formatting (e.g. number styles, character formatting styles)
4. Produce a hard copy of a spreadsheet
K. Explore other technologies; such as voice and handwriting recognition, assistive devices, web 2.0 technology and other devices and tools used for workplace productivity
L. Perform common file management tasks
1. Display a storage device's hierarchical folder/directory structure and then navigate to a specific drive/folder and display the contents
2. Create a given folder/directory structure on a removable storage disk
3. Manipulate files and folders (e.g. copy files from an arbitrary drive/folder to an arbitrary drive folder, rename a given folder and/or file, delete a given file and/or folder)
M. Discuss the software ethics issues and concerns of software copyright, copyright infringement, copyright protection, software piracy
N. Implement information protection including using virus protection, firewalls, spyware and adware;
O. Demonstrate the ability to use computer skills required for continued college study or entry into the workplace;

V. CONTENT:
A. Computer Concepts and Windows
1. Turning on the Computer
2. Distinction between hardware and software and a definition of operating systems
3. The system unit case, central processing unit, and RAM
4. The Desktop
5. The Taskbar
6. The Start Button and its Menus
7. Starting Programs
8. Common Program Features
9. The Windows Control Panel
10. Some Common Control Panel Tasks
11. Correct Mousing
12. Windows Accessories: Paint, WordPad, Calculator
13. Dialog Boxes
14. Basic Editing Techniques
15. The Navigation Keys
16. The Enter Key
17. Turning Off the Computer
18. Alternative input devices
B. The Internet and Email
1. Connecting to the Internet
2. Internet Service Providers
3. Types of Connections
4. Browsing the Web
5. Using different browsing software programs
6. The Home Page
7. Navigating the Web
8. Navigating with the Address Bar
9. URLs
10. Domain Names and Top-Level Domains
11. Varieties of Links
12. Factors That Can Affect the Performance of Web Pages
13. Basic Navigation Buttons
14. Making Multi-page Jumps
15. Saving URL's for future reference
16. Spyware and Adware
C. Searching the Web
1. How Search Engines Work
2. Selecting a Search Engine
3. Search Methods
4. Performing a Standard Search
5. Selecting Search Words
6. Interpreting Search Results
7. Opening Additional Browser Windows
8. Printing Web Pages
9. Creating, Using, Organizing Favorites
D. Webmail Basics
1. About Electronic Mail
2. Webmail Compared to Email
3. Signing Up for a Webmail Account
4. Logging in to Webmail
5. Sending an Email Message
6. About Email Addresses
7. Composing a New Message
8. How Email reaches its Destination
9. The Inbox
10. Email Message Folders
11. Receiving Messages
12. New Message Notifications
13. Setting Send/Receive Options
14. Email Spam
15. Replying to Messages
16. Reply Compared to Reply to All
17. Including the Previous Message
18. Forwarding Messages
E. Attachments and Message Management
1. Basics of attaching files to email messages, and opening and saving attachments sent by others; Downloading Files
2. Downloading Files from Web Pages

        3. Email Attachments: receiving, saving, sending
  F. Computer Viruses
        1. Defines computer viruses,
        2. How they may be transmitted
        3. Utilities to combat them.
        4. Message Folders
        5. Deleting Messages
  G. Keyboarding
        1. Use keyboarding software
        2. Key alphabetic keys by touch
        3. Key numbers by touch using the numeric keypad
        4. Skill Building
        5. Save files and generate Summary Reports
        6. Key a minimum of 30 gwam with 3 or fewer errors in a 3-minute timing
  H. Word Processing
        1. What Is a Word Processor?
        2. Basic text formatting and editing skills with Word
        3. Introducing the Word Screen
        4. Inserting Text
        5. Saving Your Work
        6. Saving a Document for the First Time; Saving a Modified Document
        7. Printing and Closing a Document
        8. Editing Documents
        9. Opening a Previously Saved Document
        10. Starting a New Blank Document
        11. Selecting Text for Editing
        12. Using Cut, Copy, and Paste
        13. Undo and Redo
        14. Using Editing Tools, Autocorrect, Spell Check
  I. Presentations
        1. Create a Presentation using Design Templates and AutoContent Wizard
        2. Adding Slides and Changing Layouts
        3. Saving a Presentation
        4. Moving and Copying Text and Objects
        5. Formatting Text and Paragraphs
        6. Clip Art, Transitions, and Animation
        7. Deleting Slides
        8. Rearranging Slides
        9. Speaker Notes
        10. Printing and Print Preview
        11. Output Formats
  J. Spreadsheets
        1. Creating and Editing a Simple Worksheet using Microsoft Excel
        2. Worksheets and Workbooks
        3. Entering Data: Labels (text) and Numbers
        4. Undo and Redo
        5. Save Concepts
        6. Editing Entries, Selecting Cells, Aligning Cell Entries
        7. AutoSum
        8. Printing, Print Preview
        9. Formulas, Absolute and Relative Cell Addresses
        10. Formatting Entries, Number Formats
        11. Clearing Cell Contents and Formats
        12. Functions including SUM, PMT, AVERAGE
        13. Cut, Copy, and Paste
        14. Cell Borders
        15. AutoFormat
        16. Managing Worksheets
        17. Column Charts and Bar Charts
        18. Previewing and Printing Charts
  K. Web Applications
        1. What is a Cloud Computing?
        2. Login to web applications
        3. Creating documents using different web applications
  L. Managing Files
        1. Browsing and Managing Files
        2. How Windows Organizes Files
        3. The File Organization Hierarchy
        4. The My Documents Window
        5. Folders Compared to Files
        6. The My Documents Folder
        7. Features of the My Documents Window
        8. Opening Files
        9. Using, creating, opening folders
        10. Moving and Copying Files
        11. Moving Multiple Files
        12. Copying Files with the Copy Command
        13. Deleting and Restoring Files
        14. The Windows Recycle Bin, Emptying the Recycle Bin

VI. METHODS OF INSTRUCTION:
  A. Lecture and classroom discussion with demonstrations
  B. Lab experience: Hands-on lab assignments
  C. Periodic examinations
  D. Read text and other supplemental sources (example, Internet sites)
  E. PowerPoint presentations
  F. Computer demonstrations with overhead display panel

VII. TYPICAL ASSIGNMENTS:

A. Reading 1. Read the chapter on File Management, Virus Protection, and Backup 2. Read the U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook Web Developer jobs B. Hands-on lab assignment, such as: 1. using word processing software to create a memo 2. using a spreadsheet program to create a budget 3. using a database to add, delete, find and edit records 4. create a folder on removable storage device and copy a document to the folder

VIII. EVALUATION:
    A. **Methods**

        1. Exams/Tests
        2. Projects
        3. Class Participation
        4. Lab Activities
        5. Other:
            a. Methods
                1. Assessment projects and final examination
                2. Graded hands-on lab assignments
                    a. Word processing
                    b. Spreadsheets
                    c. Presentation software
                    d. Email
                    e. Internet browsing and searching
                3. Relevant active participation
    B. **Frequency**

        1. Frequency
            a. Three to four assessment projects and a final examination
            b. Weekly hands-on lab assignments utilizing basic features of common software applications that demonstrate and reinforce mastery of the various software tools

IX. TYPICAL TEXTS:
    1. Stolins *Welcome to the World of Computers.*, Labyrinth Publications, 2005.
    2. Parsons and Ojai *Practical Computer Literacy: Internet and Core Computing Certification.* 2nd ed., Course Technology, 2010.
    3. Miller *Introduction to Google Apps.*, Prentice Hall, 2010.

X. OTHER MATERIALS REQUIRED OF STUDENTS:
    A. Mobile storage device: zip disk, flash drives, CD RW