* SECTION 1 to be completed by CURRICULUM AUTHOR
* SECTION 2 to be completed by CHAIR/DIRECTOR
* SECTION 3 to be completed by DEAN
* SECTION 4 to be completed by REGISTRAR & STAFF

**SUBMIT TO AREA ADMIN. ASSISTANT AFTER SECTIONS 1-4 ARE COMPLETE TO BEGIN SIGNATURE PORTION OF THE PROCESS.**

* SECTION 5 to be completed by CURRICULUM COUNCIL CHAIR & RECORDER
* SECTION 6 to be completed by VPI

| **SECTION 1: AUTHOR** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New, Change or Archive? | | | Modify/Change | | | **Rationale/reasons for this request:**  1. The MCOs for his course were reviewed through the Course Outcomes & Assessment Retreat June 2023.  2. Variable Credit - background and justification attached. | | | | | | |
| Effective Quarter: | | | Fall 2023 | | |
| If proposed course will replace current, when do we archive current course? | | | N/A | | |
| **CURRENT** | | | | | | **PROPOSED** | | | | | | |
| Subject and Catalog # | | | | | | | | | | | | |
| Course Subject and Number: | | | CS 110. | | | Course Subject and Number: | | | CS 110. | | | |
| ctcLink Course Number: | | | 192028. | | | ctcLink Course Number: | | | 192028. | | | |
| Short Course Title (limit 30 characters) | | | | | | | | | | | | |
| Intro to Computer Apps | | | | | | -unchanged- | | | | | | |
| Long Course Title | | | | | | | | | | | | |
| Introduction to Computers and Applications | | | | | | -unchanged- | | | | | | |
| Course Description | | | | | | | | | | | | |
| Application of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows. Recommended: Grade of B or higher in CS 100 and keyboarding skills. Student may not earn credit for both CS 110 and AGBS 108. | | | | | | This course prepares students for comprehensive use of the Microsoft Office suite, with emphasis on basic proficiency in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows. Students may not earn credit for both CS 110 and AGBS 108. | | | | | | |
| Course Learning Outcomes | | | | | | | | | | | | |
| * Understand the purpose of word processing, spreadsheet, database, and presentation software. * Use various software applications at a beginning level of competence. * Critically determine which software application is best suited to particular business. * Use the various applications to accomplish business tasks. * Convert applications documents into Web html language. * Use WWW for communication and solving business tasks. * Integrate various software applications in accomplishing business tasks. * Assemble various business tasks into a file managed package. | | | | | | * Create, rename, copy and move computer folders and files using disk and file management software with the aid of reference material. * Explain the purpose of word processing, spreadsheet, database, and presentation programs. * Use various office applications at a basic level of competency. * Experiment with advanced Word and PowerPoint functions. * Evaluate and select software applications best suited to particular needs. * Use various software applications to accomplish office tasks. | | | | | | |
| Course Topics | | | | | | | | | | | | |
| * Microsoft Office Software * Word * Access * Excel * PowerPoint | | | | | | * Operating Systems Overview * Digital Literacy, the internet and online security * Disk and file management system * Microsoft Word * Microsoft Excel * Microsoft PowerPoint * Microsoft Access | | | | | | |
| Total Credits/Variable Credit | | | | | | | | | | | | |
| Minimum: | 5 | | Maximum: | | 5 | Minimum: | 1 | | Maximum: | | 5 | |
| Course Components | | | | | | | | | | | | |
| Course Components: | | | LEC | | | Course Components: | | | LEC | | | |
| Quarters Offered | | | | | | | | | | | | |
| Year 1 (list quarters): | | | ALL | | | Year 1 (list quarters): | | | ALL | | | |
| Year 2 (list quarters): | | | ALL | | | Year 2 (list quarters): | | | ALL | | | |
| Miscellaneous | | | | | | | | | | | | |
| Permit Open Entry/Exit? | | | | No | | Permit Open Entry/Exit? | | | | No | | |
| Grading Basis: | | | | Graded | | Grading Basis: | | | | Graded | | |
| Instructor/dept. consent required? | | | | Choose an item. | | Instructor/dept. consent required? | | | | No Consent | | |
| Hide from Class Search? | | | | Choose an item. | | Hide from Class Search? | | | | Visible in Search | | |
| ***Approved By:*** | |  | | | | ***Date:*** | |  | | | |

| **SECTION 2: CHAIR/DIRECTOR** | | | |
| --- | --- | --- | --- |
| Enrollment Requirements & Equivalencies | | | |
| Prerequisite: |  | Pre-requisite: |  |
| Co-requisite: |  | Co-requisite: |  |
| Equivalencies: |  | Equivalencies: |  |
| Cross-Listed Courses: |  | Cross-Listed Courses: |  |
| *Notes and comments:* | | | |
| ***Approved By:*** |  | ***Date:*** |  |

| **SECTION 3: DEAN** | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CURRENT** | | | | | | | | **PROPOSED** | | | | | | | | | | |
| CONFIRM: Total Credits/Variable Credit | | | | | | | | | | | | | | | | | | |
| Minimum: |  | | Maximum: | |  | | | Minimum: |  | | Maximum: | | | |  | | | |
| Components & Credit-to-Hour Details | | | | | | | | | | | | | | | | | | |
|  | | | | CR | |  | HRS |  | | | | | CR | | |  | HRS | |
| LEC/[Theory](https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-5.aspx) (1 CR = 1 hour/week): | | | | 5 | | x1= | 5 | LEC/[Theory](https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-5.aspx) (1 CR = 1 hour/week): | | | | | 5 | | | x1= | 5 | |
| LAB/Guided Practice (1 CR = 2 hours/week): | | | |  | | x2= |  | LAB/Guided Practice (1 CR = 2 hours/week): | | | | |  | | | x2= |  | |
| CLIN/Field-Based (1 CR = 3 hours/week): | | | |  | | x3= |  | CLIN/Field-Based (1 CR = 3 hours/week): | | | | |  | | | x3= |  | |
| Total Credits & Weekly Contact Hours: | | | | 5 | |  | 5 | Total Credits & Weekly Contact Hours: | | | | | 5 | | |  | 5 | |
| Coding & Financials | | | | | | | | | | | | | | | | | | |
| [CIP](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/cip-2020-descriptions.pdf) Code: | | | 11.0103 | | | | | [CIP](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/cip-2020-descriptions.pdf) Code: | | | | 11.0103 | | | | | | |
| Default Section Size/Cap: | | |  | | | | | Default Section Size/Cap: | | | |  | | | | | | |
| Course Attributes: | | | Choose an item. | | | | | Course Attributes: | | | | Choose an item. | | | | | |
| Course Attributes: | | | Choose an item. | | | | | Course Attributes: | | | | Choose an item. | | | | | |
| Course Attributes: | | | Choose an item. | | | | | Course Attributes: | | | | Choose an item. | | | | | |
| Fees identified/requested: | | |  | | | | | Fees identified/requested: | | | |  | | | | | | |
| Does a budget exist for this subject? | | | Choose an item. | | | | | Does a budget exist for this subject? | | | | Choose an item. | | | | | | |
| Dean is required to present course to applicable instructional faculty (all campuses) for consideration. Date Presented: | | | | | | | | | | | | | |  | | | | |
| *Notes and comments:* | | | | | | | | | | | | | | | | | | |
| ***Approved By:*** | |  | | | | | | ***Date:*** | |  | | | | | | | | |

| **SECTION 4: REGISTRAR** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **CURRENT** | | **PROPOSED** | | | |
| Coding & Attributes | | | | | |
| Academic Group: | Workforce Trades | | Academic Group: | Workforce Trades | |
| Academic Org: | 200CMPTECH | | Academic Org: | 200CMPTECH | |
| Funding Source: | Choose an item. | | Funding Source: | Choose an item. | |
| Intent: | Choose an item. | | Intent: | Choose an item. | |
| Mult Enrl in Term: | Choose an item. | | Mult Enrl in Term: | Choose an item. | |
| # Completions Allowed: | Choose an item. | | # Completions Allowed: | | Choose an item. | |
| Enrollment Req Group: |  | | Enrollment Req Group: |  | |
| *Notes and comments:* | | | | | |
| ***Approved By:*** |  | | ***Date:*** |  | |

| **SECTION 5: CURRICULUM COUNCIL** | | | |
| --- | --- | --- | --- |
| ***Date Received by Council:*** |  | ***Notes and comments:*** | |
| ***Curriculum Council Reviewer*** |  |
| ***Recorded Vote:*** |  | ***Date:*** |  |
| ***Curriculum Council Chair:*** |  | ***Date Certified:*** |  |

| **SECTION 6: VICE PRESIDENT OF INSTRUCTION** | | | |
| --- | --- | --- | --- |
| ***Notes and comments:*** | | | |
| ***VP of Instruction:*** |  | ***Date:*** |  |