* 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. Restore variable credit,**  **2. Update MCO for accuracy and relevance** | | | | | | |
| Effective Quarter: | | | Fall 2024 | | |
| If proposed course will replace current, when do we archive current course? | | | Choose an item. | | |
| **CURRENT** | | | | | | **PROPOSED** | | | | | | |
| Subject and Catalog # | | | | | | | | | | | | |
| Course Subject and Number: | | | CS 110 | | | Course Subject and Number: | | | (i.e. AGBUS 100. | | | |
| ctcLink Course Number: | | | 40814 | | | ctcLink Course Number: | | | Insert number here. | | | |
| Short Course Title (limit 30 characters) | | | | | | | | | | | | |
| Introduction to Computers and Applications | | | | | |  | | | | | | |
| Long Course Title | | | | | | | | | | | | |
|  | | | | | |  | | | | | | |
| Course Description | | | | | | | | | | | | |
| Application of the software currently used in home and work environments. Computer Software Principles emphasizes proficiency in using basic functions in word processing, spreadsheets, databases, presentations, Internet, and Microsoft Windows. Student may not earn credit for both CS 110 and [AGBS 108](https://catalog.wwcc.edu/search_advanced.php?cur_cat_oid=3&search_database=Search&search_db=Search&cpage=1&ecpage=1&ppage=1&spage=1&tpage=1&location=33&filter%5Bchosen_locations%5D=&filter%5Bkeyword%5D=cs110#tt2869). **Recommended:** Grade of B or higher in [CS 100](https://catalog.wwcc.edu/search_advanced.php?cur_cat_oid=3&search_database=Search&search_db=Search&cpage=1&ecpage=1&ppage=1&spage=1&tpage=1&location=33&filter%5Bchosen_locations%5D=&filter%5Bkeyword%5D=cs110#tt388) and keyboarding skills. | | | | | | Students learn to use computer operating systems common to home and business settings. Students explore issues relating to the internet, online security and general digital literacy. Students demonstrate basic proficiency with word processing, presentation, spreadsheet and database programs by creating effective documents with them. *Recommended: Grade of B or higher in CS 100 and keyboarding skills. Student 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. | | | | | | * Employ word processing, presentation, spreadsheet and database software. * Evaluate software applications and select that best suited to each particular task. * Create materials and perform business tasks using a variety of software applications. * Integrate and share data across multiple software applications to accomplish complex business tasks. | | | | | | |
| Course Topics | | | | | | | | | | | | |
|  | | | | | | * Operating systems overview * The internet, digital literacy and online security * Microsoft Office Software * Word * Powerpoint * Excel * Access | | | | | | |
| Total Credits/Variable Credit | | | | | | | | | | | | |
| Minimum: | 5 | | Maximum: | | 5 | Minimum: | 1 | | Maximum: | | 5 | |
| Course Components | | | | | | | | | | | | |
| Course Components: | | | Choose an item. | | | Course Components: | | | Choose an item. | | | |
| Quarters Offered | | | | | | | | | | | | |
| Year 1 (list quarters): | | |  | | | Year 1 (list quarters): | | |  | | | |
| Year 2 (list quarters): | | |  | | | Year 2 (list quarters): | | |  | | | |
| Miscellaneous | | | | | | | | | | | | |
| Permit Open Entry/Exit? | | | | Choose an item. | | Permit Open Entry/Exit? | | | | Choose an item. | | |
| Grading Basis: | | | | Choose an item. | | Grading Basis: | | | | Choose an item. | | |
| Instructor/dept. consent required? | | | | Choose an item. | | Instructor/dept. consent required? | | | | Choose an item. | | |
| Hide from Class Search? | | | | Choose an item. | | Hide from Class Search? | | | | Choose an item. | | |
| ***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): | | | |  | | x1= |  | LEC/[Theory](https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-5.aspx) (1 CR = 1 hour/week): | | | | |  | | | x1= |  | |
| 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: | | | |  | |  |  | Total Credits & Weekly Contact Hours: | | | | |  | | |  |  | |
| Coding & Financials | | | | | | | | | | | | | | | | | | |
| [CIP](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/cip-2020-descriptions.pdf) Code: | | |  | | | | | [CIP](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/cip-2020-descriptions.pdf) Code: | | | |  | | | | | | |
| 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: | Choose an item. | | Academic Group: | Choose an item. | |
| Academic Org: | Choose an item. | | Academic Org: | Choose an item. | |
| 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:*** |  |