COLLEGE OF THE DESERT

Course Code CIS-010

Course Outline of Record

1. Course Code: CIS-010
2.   a. Long Course Title: Computer Literacy
      b. Short Course Title: COMPUTER LITERACY
3.   a. Catalog Course Description:

      Examination of informtion systems and their role in business. Focus on information systems, database management systems, netowrking, e-commerce, tthics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

      b. Class Schedule Course Description:

      Information Technology Concepts

      c. Semester Cycle (*if applicable*): *N/A*

      d. Name of Approved Program(s):
- COMPUTER INFORMATION SYSTEMS* Certificate of Achievement
- COMPUTER INFORMATION SYSTEMS AS DEGREE AS Degree for Employment Preparation
- RETAIL MANAGEMENT Certificate of Achievement

4. Total Units: 4.00   Total Semester Hrs: 108.00

   Lecture Units: 3   Semester Lecture Hrs: 54.00

   Lab Units: 1   Semester Lab Hrs: 54.00

     Class Size Maximum: 32   Allow Audit: No

     Repeatability No Repeats Allowed

     Justification 0

5. Prerequisite or Corequisite Courses or Advisories:

Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)

Advisory: CIS 005

6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)*

     a. Vermaat, Sebok & Freund (2016). *Discovering Computers Complete* Cengage.

     College Level: Yes

     Flesch-Kincaid reading level: *N/A*

     b. Vermaat (2016). *Microsoft Office 2013* Cengage.

     College Level: Yes

     Flesch-Kincaid reading level: *N/A*

     c. SAM 2013. Cengage, (2013/e).

     d. During the semester the instructor may also require students to read news releases and new reports about current development in the computer industry. These news items will be available through the Internet or in the library.

7. Entrance Skills: *Before entering the course students must be able:*

   Advisory Skills:

   a. Be comfortable with basic computer skills
- CIS 005 - Save and retrieve documents on a variety of appropriate storage devices

   b. Have a basic knowledge of word processing
- CIS 005 - Create, save, retrieve and edit basic word processing documents.

   c. Be comfortable with the internet
- CIS 005 - Use a computer comfortably as a tool to enhance vocational and academic success

   d. Have a keyboarding speed of at least 20 wpm

- CIS 005 - Keyboard at a minimum of 25 wpm

e.

Understand types of information systems and their role in business.

- CIS 005 - Understand types of information systems and their role in business.

f.

Create basic Word documents and Power Point presentations.

- CIS 005 - Create basic Word documents and Power Point presentations.

g.

Understand basic networking concepts.

- CIS 005 - Understand basic networking concepts.

h.

Understand email basics, including security, and etiquette.

- CIS 005 - Understand emails basics, security and etiquette.

i.

Understand basic system and application software programs and concepts.

- CIS 005 - Understand basic system and application software programs and concepts.

8. Course Content and Scope:

Lecture:

1. Concepts and historical development of information systems.
2. Networking, Wi-Fi and communication system concepts.
3. Legal, moral, ethical and security issues associated with information systems.
4. Internet usage and concepts and the emerging role of e-commerce.
5. System and application software programs and concepts.
6. Types of information systems and their role in business
7. Systems development life-cycle
8. System infrastructure concepts.
9. Information systems security, crime, and ethics
10. Organization and management of structured and unstructured data using spreadsheets and database tools.

Lab: *(if the "Lab Hours" is greater than zero this is required)*

1. Practice with Electronic Spreadsheets
    1. Build a spreadsheet
    2. Enter labels, values and formulas
    3. Name, save, print, and retrieve spreadsheets
    4. Understand format and range operations
    5. Understand the relationship between data and graphs

      6. Use logical, date, and mathematical functions appropriately

      7. Use GoalSeek to answer What-If questions

  2. Practice with Database Management

      1. Design and create a multi-table relational database

      2. Understand the concept of data normalization

      3. Extract specific data using filters and parameters

      4. Create a multi-table query with calculations

      5. Create and format a business report based on a query

  3. Practice with INTERNET Concepts

      1. Create a web page

      2. Understand HTML

      3. Transfer data using FTP

      4. Understand the importance of electronic databases and web development to E-commerce.

9. Course Student Learning Outcomes:

1.

Describe existing and emerging technologies and their impact on organizations and society

2.

Demonstrate an understanding of the development and use of information systems in business.

3.

Solve common business problems using appropriate Information Technology applications and systems.

10. Course Objectives: *Upon completion of this course, students will be able to:*

Critical Thinking:

b. All of the courses in the Computer Information Systems program require students to learn to think critically.

c. Using computers effectively requires that students can express their instructions in a form that the computer program can understand and execute.

d. Students must understand what they want to accomplish, what logical steps are required to accomplish the objective, and how to submit instructions to the computer to achieve the required objective.

Computer Concepts:

f. Compare and contrast computer literacy and information systems.

g. Compare and contrast the basic categories of system software and application software.

h. Explain the basic concepts and understand the uses of various categories of productivity software, including word processing, electronic spreadsheets and database management.

i. Discuss the significant legal, moral and ethical, and security issues associated with increased computerization.

j. Explain and discuss the system development life-cycle and the software development process.

Application software proficiency:

l. Demonstrate skills in disk and file management.

m. Demonstrate skills to design and create spreadsheets using common formatting and editing commands, formulas, and functions.

n. Demonstrate ability to design, create, and query a multi-table electronic database.

o. Define, understand, explain, and demonstrate basic INTERNET concepts and web development.

p. Discuss the importance of electronic data bases and web development to e-commerce.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

    a. Demonstration, Repetition/Practice

    b. Discussion

    c. Distance Education

    d. Laboratory

    e. Lecture

    f. Technology-based instruction

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 108.00

Outside Class Hours: 108.00

    a. In-class Assignments

1. Essay and multiple-choice quizzes and exams
2. Participation in and contribution to classroom discussions
3. Critical thinking essay assignments to demonstrate understanding of technology concepts
4. Electronic Spreadsheets.
    1. Create, save, efficiently revise, and print spreadsheets.
    2. Create and test formulas within an electronic spreadsheet.
    3. Effectively use logical and mathematical functions (SUM, AVG, MIN, MAX,IF) within an electronic spreadsheet.
    4. Demonstrate the use of absolute and relative addressing.
    5. Create and format charts.
5. Electronic database.
    1. Design a database to solve a business situation
    2. Create a multi-table relational database
    3. Revise and format a relational database
    4. Identify appropriate field data types; distinguish between number and text
    5. Create relationships using primary and secondary keys
    6. Extract specific information using filters
    7. Create multi-table queries with calculated fields and parameters
    8. Create business reports using query data
6. Internet
    1. Create a simple web page.
    2. Demonstrate the ability to search the internet for appropriate information.

    b. Out-of-class Assignments

1. Read textbook assignments
2. Complete study guides; textbook review exercises
3. Complete critical thinking essay assignments demonstrating an understanding of technological concepts
4. Complete spreadsheet simulations to learn application techniques
5. Complete electronic database simulations to learn application technique
6. Electronic Spreadsheets.
    1. Create, save, efficiently revise, and print spreadsheets.
    2. Create and test formulas within an electronic spreadsheet.
    3. Effectively use logical and mathematical functions (SUM, AVG, MIN, MAX,IF) within an electronic spreadsheet.
    4. Demonstrate the use of absolute and relative addressing.
    5. Create and format charts.
7. Electronic database.
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    6. Extract specific information using filters

> 7. Create multi-table queries with calculated fields and parameters
> 8. Create business reports using query data
> 8. Internet
>> 1. Create a simple web page.
>> 2. Demonstrate the ability to search the internet for appropriate information.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*
- Written homework
  Critical thinking short essays on technology topics.
- Laboratory projects
  Hands-on exercises in spreadsheets, electronic database, web development
- Computational/problem solving evaluations
- Presentations/student demonstration observations
  Discussion questions
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution
- Other
  Final project demonstrating the ability to create a technical solution to a problem by analyzing the situation, determining the software appropriate for achieving the objective, and applying the software to create a successful outcome

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*
   PO-GE C4.a - Language & Rationality (English Composition)
      Conduct research, synthesize and evaluate information, develop arguments and organize evidence into oral and written presentations, using proper research methods and documentation.
      Recognize public presentation of oral and written work as a process subject to brainstorming, organizing, drafting, and revising.
   IO - Global Citizenship - Scientific & Technological Literacy
      Produce oral and written information in various modes and media, using technology such as computers, the Internet, and library databases.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
CSU	UC Santa Barbara	101, 102, 103	INFO	

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: ☐ Required Material?

Material or Item	**Cost Per Unit**	**Total Cost**

19. Provide Reasons for the Substantial Modifications or New Course:

   C-ID modifications

20.   a. Cross-Listed Course *(Enter Course Code)*: N/A
      b. Replacement Course *(Enter original Course Code)*: N/A

21. Grading Method *(choose one)*: Letter Grade Only

22. MIS Course Data Elements
      a. Course Control Number [CB00]: CCC000513194
      b. T.O.P. Code [CB03]: 70200.00 - Computer Information Syst
      c. Credit Status [CB04]: D - Credit - Degree Applicable
      d. Course Transfer Status [CB05]: A = Transfer to UC, CSU
      e. Basic Skills Status [CB08]: 2N = Not basic skills course
      f. Vocational Status [CB09]: Clearly Occupational
      g. Course Classification [CB11]: Y - Credit Course
      h. Special Class Status [CB13]: N - Not Special
      i. Course CAN Code [CB14]: *N/A*
      j. Course Prior to College Level [CB21]: Y = Not Applicable
      k. Course Noncredit Category [CB22]: Y - Not Applicable
      l. Funding Agency Category [CB23]: Y = Not Applicable
      m. Program Status [CB24]: 1 = Program Applicable
    Name of Approved Program *(if program-applicable)*: *N/A*
    Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment
    First Year: 450
    Third Year: 450

24. Resources - Faculty - Discipline and Other Qualifications:
      a. Sufficient Faculty Resources: Yes
      b. If No, list number of FTE needed to offer this course: *N/A*
25. Additional Equipment and/or Supplies Needed and Source of Funding.

> Course requires smart classroom with computers for each student. Classrooms currently exist with appropriate equipment and can be scheduled to accommodate this new course.

26. Additional Construction or Modification of Existing Classroom Space Needed. *(Explain:)*

> *N/A*

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES
    Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Zerryl L. Becker   Origination Date 04/20/15