Modesto Junior College

Course Outline of Record Report

09/21/2022

CSCI200 : Technical Computer Literacy

General Information

Faculty Author:	• Dale Phillips • Senechal, Letitia • Wedge, Brent
Attachments:	TMI_ONLINE.pdf ASSIST CAS CSCI 200.pdf CAR.pdf COURSE_REQUISITE_FORM.pdf CSCI 200.pdf CSCI-200_SU18.pdf DE Addendum EFF 4.30.18.pdf MATERIALS_FEE_FORM.pdf
Course Code (CB01) :	CSCI200
Course Title (CB02) :	Technical Computer Literacy
Department:	Computer Science
Proposal Start Date:	MJC Fall 2023
TOP Code (CB03) :	(0701.00) Information Technology, General
CIP Code:	(11.0101) Computer and Information Sciences, General
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	Yes
Is Distance Education Course:	Yes
Course Control Number (CB00) :	CCC000140599
Curriculum Committee Approval Date:	01/24/2017
Board of Trustees Approval Date:	03/08/2017
External Review Approval Date:	09/01/2014
Course Description:	Concepts and techniques for using microcomputer applications. Instruction and extensive practice in Windows, word processing, spreadsheets, database management, internet basics, file transfer between applications, and related auxiliary applications.
Proposal Type:	Mandatory Revision Course update for periodic review.
Faculty Author:	No value

Discipline(s)

Master Discipline Preferred:

- Computer Science

Bachelors or Associates Discipline Preferred:

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

Course Coding

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Rationale For Credit By Exam/Challenge

No value

Course Support Course Status (CB26)

Course is not a support course

Course Special Class Status (CB13)

Course is not a special class.

Repeatability

0

Type of Repeat

No value

Grading

- A-F or P/NP

Course Prior To College Level (CB21)

Not applicable.

☐ Allow Students To Audit Course

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type	Active
MJC-GE Pattern	MJC-GE Pattern	MJC Summer 2021
General Studies Language and Rationality	A.A. Degree	MJC Spring 2021 to MJC Summer 2021
General Studies Language and Rationality	A.A. Degree	MJC Summer 2020 to MJC Spring 2021
General Studies Language and Rationality	A.A. Degree	MJC Summer 2021 to MJC Summer 2022
Computer Applications Specialist	Certificate of Achievement	MJC Summer 2020
MJC-GE Pattern	MJC-GE Pattern	MJC Summer 2020 to MJC Summer 2021

General Studies Language and Rationality	A.A. Degree	MJC Summer 2022

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

Y

Transferability (CB05)

Transferable to CSU only

Transferability Status

Approved

MJC General Education (MJC-GE)	Categories	Status	Approval Date	Rationale (include Comparable Course, C-ID Descriptor, etc. if applicable.
Area D2: Language & Rationality - Communication and Analytical Thinking	(MJC-GE:D2)	Approved	No value	No Rationale (include Comparable Course, C-ID Descriptor, etc. if applicable. defined.

Field Trips

Field trips are required.

- ○ Yes
- ○ No
- ◉ Maybe

Comparable Lower-Division Courses at UC/CSU v2

Courses numbered 100-299 require identification two comparable lower-division courses from CSU or UC from the current institutional catalog (not schedule). At least one course from CSU, and if requesting/maintaining UC general elective transfer, one course from UC. Please identify the CSU campus offering this course. (Term type is indicated in parentheses)

CSU, Sacramento (SEM)

CSU Catalog Year

2020-2021

Provide the CSU course code (e.g., ENGL 1A) from the most current official Catalog (not schedule). Curriculum changes each year.

CSC 5

CSU Course Title

Personal Computing

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

Unsure

Select the institution that offers the second comparable course from CSU or UC. If seeking or maintaining UC transferability, you must supply a UC campus. (Term type is indicated in parentheses)

CSU, Fresno (SEM)

CSU/UC Catalog Year

2020-2021

Provide the CSU course code (e.g., ENGL 1A) from the most current official Catalog (not schedule). Curriculum changes each year.

CSCI 5

CSU Course Title

Computer and Applications

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No Value

Select the institution that offers the third comparable course from CSU or UC. If seeking or maintaining UC transferability, you must supply a UC campus if not already provided above. (Term type is indicated in parentheses)

No Value

CSU/UC Catalog Year

No Value

Provide the CSU/UC course code (e.g., ENGL 1A) from the current official Catalog (not schedule). Curriculum changes each year.

No Value

CSU Course Title

No Value

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No Value

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	90
Total Course Out-of-Class Hours	72
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Code (CB11)

Funding Agency Category (CB23)

Cooperative Work Experience Education

Credit Course. Not Applicable. ☐ Status (CB10)

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Laboratory Hours	3	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	52.5
Course In-Class (Contact) Hours	
Lecture	36
Laboratory	54
Activity	0
Total	90
Course Out-of-Class Hours	
Lecture	72
Laboratory	0
Activity	0
Total	72

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, and Advisories

No Value

Requisite Skills

Requisite Skills	Description
No value	No value

Specifications

Methods of Instruction

Methods of Instruction (Typical) INSTRUCTIONAL METHODS

MOI

1. Exhibition of various kinds of hardware via images and video
2. Use of films, video tapes, slides, screen projections as digital media
3. Instructor-supervised laboratory practice in the operation of a computer
4. Lecture and Demonstration using computer and projector
5. Possible field trips

Assignments (Typical)

Evidence of Workload for Course Units (Quantity)

1. Basic computer concepts and usage lab
2. E-mail and simple web research lab
3. Introductory Word Processing (letter/memo format)
4. Advanced Word Processing (resume/tables, etc)
5. Expert Processing (use of templates, webpage conversion, etc)
6. Introductory Spreadsheet such as A business budget
7. Advanced Spreadsheet decision support model (such as Home loan project shown above)
8. Expert Spreadsheet with pie-charts, macros, if-statements and advanced report formatting. An example might be a class grading application with a graphic report of student performance.
9. Introductory assignment in databases, including tables and forms
10. More advanced database assignment, including reports and queries
11. An expert database project allowing for a full enterprise model with relational links between data tables. (this will generally take more than 1 week)
12. PowerPoint assignment (presentation of their PowerPoint presentation and webpage work as class project, if use face-to-face modality)
13. PowerPoint with full effects, including sounds, graphic effects and inserted art and animations.
14. A specialized final project where various elements of the course projects are made web-ready and uploaded on a server for public display. This final achievement is designed to allow the student to demonstrate their range of skills gained.

Evidence of Critical Thinking (Quality)

1. Example: Suppose you wish to purchase a new home or new car and you want to see how much the payments will be, how fast your equity will increase as you pay off the loan and what the yearly tax write-off will be by finding the total amount of interest you paid in a given year. Construct a spreadsheet solution as described. Even if your spreadsheet has built in payment calculations, don't use them. Use the formulas provided.

Methods of Evaluation (Typical)	Rationale
FORMATIVE EVALUATION	1. Announced written and keyboarded examinations in each application as covered 2. Written and keyboarded quizzes in all applications 3. Graded laboratory assignments
SUMMATIVE EVALUATION	1. The final comprehensive examination on skills learned collectively via the study of each individual application. 2. Portfolio

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Sandra Cable/Steven M. Freund/Ellen Monk/Susan Sebok/Joy L. Starks/Misty E. Vermaat	The Shelly Cashman Series Microsoft Office 2021	Cengage	2022	9780357677353

Other Instructional Materials

No Value

Textbook Exceptions and Supplementals

Title of Other Material

No Value

Who prepared or published this supplemental material?

No Value

Publish date

No Value

Are any of the textbook editions cited on this proposal considered "Classics" (typically with a publish date more than 5 years old)?

- [ ] Yes
- [x] No
- [ ] Unsure

If yes, explain why this older text is used in the course. Reasons should focus on content only.

No Value

Materials Fees v2

Is there a materials fee for this course?

No

Provide a cost breakdown for all items provided for a materials fee. Each item must become "tangible personal property" of student upon payment of the fee and completion of the course.

No Value

Explain how these materials are related to the Student Learning Objectives for the course.

No Value

Explain how the materials have continuing value outside the classroom.

No Value

Is the amount of the material the student receives commensurate with the fee paid AND with the amount of material necessary to achieve the Student Learning Objectives for the course AND provided as the district's actual cost?

No Value

If no is checked, explain why.

No Value

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)

No Value

Learning Outcomes and Objectives

Course Objectives

Identify and discuss the major functional components of a computer.

Demonstrate several Windows system processes such as format a disk, create a folder, copy a file, delete a file, and navigate menus.

Demonstrate elementary processes common to integrated application programs such as saving, retrieving, merging, and printing files.

Describe fundamental differences in the structure and usage of data input, processed and output by the three primary application programs.

Discuss the concept of default folders, application settings, storage devices, and printers.

Apply Windows multitasking ability to launch and manipulate files and application programs.

Demonstrate the use of Windows application wizards for process control.

Plan, formulate computations and relationships, enter date, save, edit, format, graph, and print spreadsheets.

Design, edit, update, copy, format, sort, and index database files.

Create and modify database reports, labels, screens, views, and file relationships.

Integrate multiple data files into a comprehensive document.

Describe a Web Browser.

Explain Web Software and Web pages.

Describe the use of Web addresses and URLs.

Demonstrate how to organize Web information.

Explain how to use and configure a Web Browser.

Demonstrate how to create and navigate web addresses.

Explain how to create web addresses.

Apply predesigned themes and templates to a Web page.

Explain how to post documents to the Web.

Lab Objectives

Plan, formulate computations and relationships, enter date, save, edit, format, graph, and print spreadsheets.

Design, edit, update, copy, format, sort, and index database files.

Create and modify database reports, labels, screens, views, and file relationships.

Integrate multiple data files into a comprehensive document.

Apply predesigned themes and templates to a Web page.

Create, edit, save and print a Word Processor document file.

CSLOs

Evaluate fundamental differences in the structure and usage of data input, processed and output by the three primary general-purpose application programs.

Expected SLO Performance: 0.0

Computer Science COMPUTER APPLICATIONS SPECIALIST, CERTIFICATE	Apply basic computer hardware, software and information technology concepts and techniques to a variety of business environments.
	Demonstrate professional and effective communication skills.
	Demonstrate proficiency in applying common business productivity software to business functions, including word processing, spreadsheets, database, and presentation applications.
	Identify software to be used to address specific business needs.
Computer Science COMPUTER SCIENCE, AS	Assist and provide training to employees in local area businesses.
	Assist and provide training to employees in local area businesses.
ISLOs Core ISLOs	Students will develop critical and analytical thinking abilities, cultivate creative faculties that lead to innovative ideas, and employ pragmatic problem-solving skills. Students will be able to: Analyze differences and make connections among intellectual ideas, academic bodies of knowledge and disciplinary fields of study. Develop and expand upon innovative ideas by analyzing current evidence and praxis, employing historical and cultural knowledge, engaging in theoretical inquiry, and utilizing methods of rational inference. Utilize the scientific method and solve problems using qualitative and quantitative data. Demonstrate the ability to make well-considered aesthetic judgments.
	Students will develop skills that aid in lifelong personal growth and success in the workplace. Students will be able to: Identify and assess individual values, knowledge, skills, and abilities in order to set and achieve lifelong personal, educational, and professional goals. Practice decision-making that builds self-awareness, fosters self-reliance, and nourishes physical, mental, and social health. Apply skills of cooperation, collaboration, negotiation, and group decision-making. Exhibit quality judgment, dependability, and accountability while maintaining flexibility in an ever-changing world.
	Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy. Students will be able to: Effectively access information and critically evaluate sources of information. Analyze, synthesize and apply information practically and ethically within personal, professional and academic contexts. Identify, utilize and evaluate the value of a variety of technologies relevant to academic and workplace settings.
	Students will generate and develop capabilities for creative expression and effective communication. Students will be able to: Articulate ideas through written, spoken, and visual forms appropriately and effectively in relation to a given audience and social context. Utilize interpersonal and group communication skills, especially those that promote collaborative problem-solving, mutual understanding, and teamwork. Mindfully and respectfully listen to, engage with and formally respond to the ideas of others in meaningful ways. Plan, design, and produce creative forms of expression through music, speech, and the visual and performing arts.

Synthesize multiple data file formats into a comprehensive document.

Expected SLO Performance: 0.0

Computer Science COMPUTER APPLICATIONS SPECIALIST, CERTIFICATE	Apply basic computer hardware, software and information technology concepts and techniques to a variety of business environments.
	Demonstrate professional and effective communication skills.
	Demonstrate proficiency in applying common business productivity software to business functions, including word processing, spreadsheets, database, and presentation applications.
	Identify software to be used to address specific business needs.
Computer Science COMPUTER SCIENCE, AS	Assist and provide training to employees in local area businesses.
	Assist and provide training to employees in local area businesses.
ISLOs Core ISLOs	Students will develop critical and analytical thinking abilities, cultivate creative faculties that lead to innovative ideas, and employ pragmatic problem-solving skills. Students will be able to: Analyze differences and make connections among intellectual ideas, academic bodies of knowledge and disciplinary fields of study. Develop and expand upon innovative ideas by analyzing current evidence and praxis, employing historical and cultural knowledge, engaging in theoretical inquiry, and utilizing methods of rational inference. Utilize the scientific method and solve problems using qualitative and quantitative data. Demonstrate the ability to make well-considered aesthetic judgments.

Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy. Students will be able to: Effectively access information and critically evaluate sources of information. Analyze, synthesize and apply information practically and ethically within personal, professional and academic contexts. Identify, utilize and evaluate the value of a variety of technologies relevant to academic and workplace settings.

Students will generate and develop capabilities for creative expression and effective communication. Students will be able to: Articulate ideas through written, spoken, and visual forms appropriately and effectively in relation to a given audience and social context. Utilize interpersonal and group communication skills, especially those that promote collaborative problem-solving, mutual understanding, and teamwork. Mindfully and respectfully listen to, engage with and formally respond to the ideas of others in meaningful ways. Plan, design, and produce creative forms of expression through music, speech, and the visual and performing arts.

Content

Course Content

1. Introduction to Applications on a Microcomputer
    1. What data are; what information is
    2. How data are processed
    3. What hardware is: physical elements
    4. What software is: system versus application
2. Basic Computer Operations
    1. Input
    2. Process
    3. Output
3. Applications in the Business Environment
    1. Word processing functions:
        1. File saving/retrieving
        2. Data entry
        3. Editing
        4. Formatting
        5. Printing
        6. Shared printing
    2. Spreadsheet Functions
        1. File saving/retrieving
        2. Sheets and Books
        3. Formulas
        4. Copy and Move Cell Entries
        5. Understand Relative and Absolute Cell References
        6. Copy Formulas with Relative Cell References
        7. Copy Formulas with Absolute Cell References
        8. Spell check
        9. Formatting a Worksheet
        10. Change Font and Font Size
        11. Change Font Styles and Alignment
        12. Insert and Delete Rows and Columns
        13. Apply Colors, Patterns, and Borders
        14. Apply Conditional Formatting
    3. Database Functions
        1. Relational Databases
        2. Tables and Queries
        3. Formatting
        4. Printing
        5. Primary Keys
        6. Foreign keys
        7. SQL select, from, where
        8. Import data

Lab Content

1. Typical Spreadsheet Applications
    1. Profit and loss statement
    2. Annual budget
    3. Projected growth
    4. Statistical analysis
    5. Loan amortization
2. Typical Word Processing Applications
    1. Memos
    2. Letters
    3. Reports
    4. Boilerplates
3. Database Management Functions
    1. Creating and saving files
    2. Editing and appending records
    3. Sorting and indexing records
    4. Querying and displaying data (screen and paper)
    5. Creating (modifying) and printing reports
    6. Creating (modifying) and printing labels
    7. Creating custom screens
    8. Setting up relations and views
4. Typical Database Management Applications
    1. Mailing list
    2. Mailing labels
    3. Inventory control
    4. Simple reports
    5. Control-break reports
    6. Customized reports
    7. Logic and query-driven reporting and data filtering
5. Spreadsheet Functions
    1. Label and value cells
    2. Data entry
    3. Data formats
    4. Functions
    5. Printing
    6. Templates
    7. Freezing titles
    8. Split screens (windowing)
    9. Creating Charts and Graphs
    10. Logic and applications development with spreadsheets
6. Browser Basics
    1. Web Browser software and web pages
    2. Web address and URLs
    3. Saving and organizing Web addresses
    4. Using the Web for Research
    5. Configuration of Web Browsers
    6. Web Browser security issues
    7. Creating a Web Page
    8. Basics of creating and managing a Web Site
    9. File downloading, uploading and email attachments
    10. Introduction of Graphic User Interface design Concepts
    11. Overview of HTML as an Applied programming language
    12. Overview of related script languages for web development
    13. Ways to post documents to the Web

Recommended Course Content

Recommended Course Content

No Value

Recommended Lab Content

No Value

Distance Education (DE) Addendum

Is this course being proposed for Distance Education? If so, select Yes below from the list in the dropdown and complete the questions. If no, select No and skip all questions.

- Yes

Modality Type:

- Hybrid
- Online

Methods of Instruction:

- Guest Speakers
- On-campus Orientation Sessions (hybrid only)
- Multimedia Presentations
- Quizzes, Exams, and Surveys
- Community Activities
- Facilitated Discussions
- Listening to Audio Materials
- Synchronous Discussion
- Asynchronous Discussion
- Viewing and Listening to Videos
- Online Activities
- Written Assignments
- Reading Course Materials
- Collaborative Peer/Group Activities
- Group Meetings/Review Sessions (hybrid only)
- Interactive Activities

If Other is selected for Methods of Instruction, please describe:

No Value

Describe how the methods of instruction selected above will allow students to meet the course's learning outcomes:

The methods selected will allow for asynchronous and synchronous faculty-student contact, submission of assignments and project, access to quizzes and exams, and access to technology-based demonstrations. Evaluation will be based on a combination of test, assignment, laboratory activities and projects.

Describe how the methods selected will be presented in an accessible way (Title 5 §55206). For information about accessibility standards in online classes, see the OEI Rubric, Section D (Copy this link and paste in a separate browser to visit OEI Rubric: https://onlinenetworkofeducators.org/course-design-academy/online-course-rubric/)

Instructor created curriculum in the form of written assignments and evaluations will follow OEI guidelines for heading styles, lists, links, and images. The campus learning management system Accessibility Checker Tool will be used when creating online content for students. Heading styles will be used to make navigation of material easy for students and accessible for screen readers. Lists will use the bullet tool instead of being developed manually, images will have robust captions, tables will be formatted according to accessibility, and hyperlinks will be defined properly. All videos will have closed captions that are high quality, consistent, and meet the needs of deaf and hard of hearing audiences. Lab simulations will have accessibility options.

Regular and Effective Contact (REC) Methods and Examples: Select the methods below that ensure regular effective contact (REC) will take place among students and among students and faculty (Title 5 §55204) by being initiated by the instructor, regular and frequent, and meaningful or of an academic nature. Select the methods of REC that may be used:

No Value

REC Among students: How will students interact with each other in the course? What methods will be used? Check all that apply.

- Third-Party Tools (e.g. FlipGrid, VoiceThread, etc...)
- Peer Review
- Q & A Discussion Boards
- Social Media
- Group Projects
- Discussion Boards

REC Among students and faculty: How will faculty interact with students in the course? What methods will be used? Check all that apply

- Announcements
- Assignment Feedback
- Discussion Boards
- Email
- Video Conferencing Technology (e.g. Zoom, MS Teams, etc...)
- Social Media
- The Online Course Syllabus
- Third-Party Tools (e.g. FlipGrid, VoiceThread, etc...)
- Office Hours
- Q & A Discussion Boards

Other Methods of REC among students and among students and faculty. Please describe and provide example(s).

No Value

In hybrid or teleclass courses, describe what parts of the course are done face-to-face and what parts are done online.

The lecture portion of the course ranges from 0% up to 40% of the course face-to-face.
A hybrid would likely be lecture face-to-face, lab online. Lab ranges from 0% to 60% face-to-face.

Checkoff List

Does this proposal meet the five development criteria as stated in the CCCCO Program and Course Approval Handbook (PCAH)?

Yes

Are library resources needed for this course?

No library resources are needed for this course.

Do you have any special concerns/needs or comments? If yes, describe.

No Value

Have you included documentation, if necessary, by uploading file(s) in the Cover Info tab? For example, advisory committee meeting minutes, C-ID descriptor, etc.)

No documentation is necessary

If this is a new course, have you attached the completed class capacity form, with required approvals, and uploaded the file in the Cover Info tab?

No, this is not a new course

If you are requesting Distance Education, did you complete the DE addendum tab?

Yes

If requesting transferability, have you completed the comparable courses field?

Yes

Add any additional comments you want reviewers to read.

No Value