

# BUS 0857 - BEGINNING COMPUTER FAMILIARIZATION

## Catalog Description

Formerly known as IT 820

Advisory: Completion of BUS 856 with grade of "Pass"

Hours: 36 (27 lecture, 9 laboratory)

Description: This introductory course develops basic computer skills needed for college-level courses, workplace productivity, and personal enrichment. It provides the individuals who are new to computing or who have very little computing experiences with slower paced, general, non-technical information as well as in-class hands-on instruction reinforcement. This course introduces use of common computer terminology and concepts, file management, electronic mail, online course management system, and internet. (pass/no pass grading) (noncredit)

## Course Student Learning Outcomes

- CSLO #1: Research, analyze and evaluate information to solve basic academic, personal and workplace problems using basic computer user skills.
- CSLO #2: Design and produce basic computer solutions incorporating current trends, security, and best practices.
- CSLO #3: Employ basic computer user concepts and terminology in professional communication.
- CSLO #4: Demonstrate basic foundations for marketable computer application career skills.

## Effective Term

Fall 2020

## Course Type

Noncredit

## Contact Hours

36

## Outside of Class Hours

45

## Total Student Learning Hours

81

## Course Objectives

Lecture Objectives:

1. Compare and name the most common digital computing devices.
2. Identify and name basic operating system commands, tasks, and primary user interface components.
3. Classify and name the basic components of a desktop computer system including most common interactive devices.
4. Describe differences and similarities between system software and application software.
5. Define common computer terms.

Laboratory Objectives:

1. Manage files and documents using file management system procedures.
2. Apply Internet and education technologies.
3. Compose effective messages using an electronic mail system.
4. Effectively communicate in an email and discussion boards using Netiquette guidelines.

## General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

## Articulation Information

- Not Transferable

## Methods of Evaluation

- Classroom Discussions
  - Example: Manage files and documents using file management system procedures Example: Online discussion board about File Management. Answers to the following questions will be checked for accuracy and use of proper netiquette. (Course Objective 5) Using at least 4 sentences of your own words for each, discuss at least two of the following: -Explain the difference between Files and Folders. -Describe step by step how to create a sub folder. Be careful to start with the very first step. -Describe step by step how to copy a file or folder. -Describe step by step how to select more than one file or folder to work with. After posting your response, read what others have to say. Choose at least one other student's response and reply with polite added clarification, encouragement, and or examples.
- Objective Examinations
  - Example: The instructor will give students an official final objective examination. Standard correct answer percentage grading. (Course Objective 7) Sample Questions: 1. What kind of files can be attached to an Email message? a. business b. photos c. all the types of files listed may be attached d. music 2. Spell check is necessary in an email. True False 3. When addressing an email to multiple recipients, a. all listed are equally correct b. use To: for those who are not expected to act or respond use BCC: for those who are expected to act or respond use CC: for those who are not expected to act or respond
- Skill Demonstrations
  - Example: Demonstration of skill may be evaluated by successful and accurate completion of the lesson assignments to evaluate comprehension. (Course Objective 5) Example: In Class Activity First, watch the File Management Video and study links to view the provided informative websites about zipping/ compressing folders. On your USB drive, create a folder called OrganizedIrishFiles folder. download the IrishOrganizeMe.zip file on to your USB drive. Inside your IrishOrganizedFiles folder, create appropriate folders and subfolders to organize the files. Move the files into the appropriate folders. Zip the folders and files (select OrganizedIrishFiles folder, then right-click it to send to a single compressed zipped file). Upload and submit assignment - submit your OrganizedIrishFiles.zip folder on LMS at the Irish Folder Organization assignment.

## Repeatable

Yes

## Methods of Instruction

- Laboratory
- Lecture/Discussion
- Distance Learning

Lab:

1. Instructor will demonstrate and guide students in a practice email activity. (Lab Objective 7) Use an e-mail package to perform the listed tasks: - Compose a new message to a classmate - Send a message - Read a message from a classmate and reply to the sender - Forward a message to two classmates - Manage a message list by deleting any unwanted messages - Delete a message received from a classmate - Enter an address in the address book - Compose a new message to your professor with a word document named Test Document, from the Test Folder, as an attachment

Lecture:

1. Instructor will lecture and guide students in practical file management techniques. (Lecture Objective 5) Students will use File Explorer to complete the following steps: - Create a new folder on the hard drive - Name the folder: Test Folder - Copy five files from the desktop to the Test Folder - Rename two files in the folder - Delete the fifth file - Display a list of the files in the folder

Distance Learning

1. Following an online lecture, students will research the differences and similarities between system software and application software. Use the discussion board to report out your research to the class. (Objective 4)

## Typical Out of Class Assignments

### Reading Assignments

1. Students will be assigned reading on Computer Concepts Basics. Student will participate in a classroom discussion led by the instructor of the following: a. What is Hardware and Software and give examples. b. What are the 4 main kinds of hardware (4 functions of a computer system)? Explain and give example. c. What are the 2 main kinds of software. Explain and give examples. 2. Students will be assigned reading Windows Basics, Working with Files and Folders. Student will participate in a classroom discussion led by the instructor of the following: a. Explain the difference between Files and Folders. b. Describe step by step how to create a sub folder. Describe step by step how to copy a file or folder. c. Describe step by step how to select more than one file or folder to work with.

### Writing, Problem Solving or Performance

1. Students will be provided instructions on completing a hands-on activity about composing effective messages using an electronic mail system. Once completed they will submit by emailing the required documentation to the instructor for grading using the grading rubric provided with the Problem Solving/Performance assignment instructions.
2. Following the reading and discussion, students will do a written assignment to demonstrate how to effectively communicate an email and discussion boards using Netiquette to show their level of comprehension.

Instructor will review for completeness and correctness of content using a rubric.

## Other (Term projects, research papers, portfolios, etc.)

### Required Materials

- Microsoft Office 365 Office 2016 Fundamentals
  - Author: Hunt, Clemens
  - Publisher: Cengage Learning
  - Publication Date: 2016
  - Text Edition:
  - Classic Textbook?: No
  - OER Link:
  - OER:
- Introductory Microsoft Office 365 Office 2016
  - Author: Beskeen, Cram, Duffy, Friedrichsen, Reding
  - Publisher: Cengage
  - Publication Date: 2016
  - Text Edition:
  - Classic Textbook?: No
  - OER Link:
  - OER:

## Other materials and-or supplies required of students that contribute to the cost of the course.

A digital storage device might be required for saving data. Instructional app might require students to purchase an access code.