CAOT R803: COMPUTER LITERACY

Originator
ptrujillo

College
Oxnard College

Discipline (CB01A)
CAOT - Computer Apps/Office Tech

Course Number (CB01B)
R803

Course Title (CB02)
Computer Literacy

Banner/Short Title
Computer Literacy

Credit Type
Noncredit

Start Term
Fall 2022

Catalog Course Description
This course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, Internet browsing and searching. This course includes a brief introduction to industry standard Microsoft Office (word processing, spreadsheet, and presentation) application programs. Computer terminology and identification of fundamental hardware and software applications is introduced.

Taxonomy of Programs (TOP) Code (CB03)
0514.00 - *Office Technology/Office Computer Applications

Course Credit Status (CB04)
N (Noncredit)

Course Transfer Status (CB05) (select one only)
C (Not transferable)

Course Basic Skills Status (CB08)
N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)
C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)
N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)
K - Other Noncredit Enhanced Funding

Educational Assistance Class Instruction (Approved Special Class) (CB13)
N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)
Y - Not Applicable

Course Noncredit Category (CB22)
I - Short-Term Vocational

Funding Agency Category (CB23)
Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)
1 - Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Field trips
Will not be required

Grading method
(L) Letter Graded

Alternate grading methods
(O) Student Option- Letter/Pass
(E) Credit by exam, license, etc.
(P) Pass/No Pass Grading

Does this course require an instructional materials fee?
No

Repeatable for Credit
Yes
Number of times a student may enroll in this course
Unlimited

Maximum units a student may earn in this course
0

Units and Hours

Carnegie Unit Override
No

Total in-Class (full semester or term)
Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)
24
Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)
24

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
24
Total Maximum Student Learning Hours
24

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

1	Explain the difference between computer hardware and software.
2	Create, save, open and print a document in Microsoft Word.
3	Identify online search sources.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1	Demonstrate fundamental knowledge of computer hardware and software functions to perform basic computing tasks.
2	Recognize and use programs to create and edit introductory word processing, spreadsheet, and presentation software files, including Microsoft Office.
3	Access and manage login accounts and documents effectively, including downloading, creating, naming, copying, deleting, retrieving, and compressing/decompressing files and folders.
4	Open and use an e-mail account including sending and receiving email with attachments, saving files, and managing the inbox.
5	Search and navigate the Internet and other types of media environments.

Course Content

Lecture/Course Content

1. Online Essentials
   a. Introduction to Desktop Computer Systems
   b. Brief History of Computing
   c. The Binary Number system
   d. Bits & Bytes
   e. Digital Sound and Video
   f. Digital Images
   g. File Compression
   h. Technology and Ethics
2. Computer Fundamentals
   a. Desktop and Mobile Devices
   b. PC Hardware Components
   c. PC Ports and Connectors
   d. Peripheral Devices
   e. Printers
   f. Checking System Requirements
3. System Software
   a. Operating System Functions
   b. Common Operating Systems
   c. The Windows 10 Operating Systems
   d. Windows Settings
   e. Windows Printing Features
4. Application Software
   a. Desktop Applications
   b. Collaboration Tools
   c. Installing Applications
5. Application Programs--Common Microsoft Office Features
   a. Getting Started with Microsoft Office-Introduction to creating and editing basic documents
   b. Customizing Views and Options
   c. Printing Files
   d. Navigating Files
   e. Working with Objects
6. File Management

    a. Storage Devices
    b. Windows File Management
    c. Shared Cloud Storage
    d. Manage and Save Files in Windows

7. Evaluating Online Information
    a. Online Searches
    b. Copyright and Intellectual Property
    c. Online Academic Research

8. Online/Digital Communication
    a. Digital Communication
    b. Smartphone Facts
    c. Gmail and Google Calendar
    d. Introduction to Outlook
    e. Checking Email
    f. Formatting and Sending Messages
    g. Email Etiquette
    h. Attachments and Hyperlinks

9. The Internet and Social Media
    a. The Web and other Internet Technologies
    b. Using Web Browsers
    c. Website Navigation
    d. Google Chrome Facts
    e. Mozilla Firefox Facts
    f. Microsoft Edge Facts
    g. Social Media Facts
    h. Cloud Computing
    i. Online Streaming

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Individual projects
Laboratory activities
Objective exams
Quizzes
Skills demonstrations
Skills tests or practical examinations

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Class activities
Class discussions
Computer-aided presentations
Demonstrations
Distance Education
Group discussions
Instructor-guided use of technology
Internet research
Laboratory activities
Lecture

Describe specific examples of the methods the instructor will use:

Methods of instruction will include lectures, presentations, videos, demonstrations, discussions and other modes provided by the instructor on hardware and software topics, Microsoft Office software basics, file management, windows operating system, online essentials and more.

Representative Course Assignments

Reading Assignments

Students will read the chapter content following the weekly assignments on file management, the operating system, office applications, and navigating the Internet, among other course related topics.

Skills Demonstrations

Skills demonstrations may include:

1. Browse the Web with Google Chrome
2. Create and send emails using Microsoft Outlook Email
3. Connect a monitor, install USB devices, connect a printer
4. Demonstrate how to change display settings
5. Demonstrate how to copy files from a USB thumb drive
6. Run desktop applications
7. Open and print a document in Word

Outside Assignments

Articulation

C-ID Descriptor Number

BSOT 105X

Status

Aligned

Textbooks and Lab Manuals

Resource Type

Websites

Description

"TestOut Office Pro-English 6.0x." *IT Certification Training Courseware | MOS 2019 Certification Training*, http://www.testout.com/.

Library Resources

Sufficient Library Resources exist

Yes

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (1%–50% online)
Hybrid (51%–99% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.
Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.
Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send group email reminders of deadlines, to inform of upcoming course content.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discus specific questions, issues or concerns.
Telephone	Telephone will be used for individual communication between professor and student to discuss items that require more immediate attention or are of a sensitive nature.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send group email reminders of deadlines, to inform of upcoming course content.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discus specific questions, issues or concerns.
Telephone	Telephone will be used for individual communication between professor and student to discuss items that require more immediate attention or are of a sensitive nature.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send group email reminders of deadlines, to inform of upcoming course content.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discus specific questions, issues or concerns.
Telephone	Telephone will be used for individual communication between professor and student to discuss items that require more immediate attention or are of a sensitive nature.

| Synchronous Dialog (e.g., online chat) | Online chat will provide the opportunity for discussions, to answer questions and provide feedback. |
| Other DE (e.g., recorded lectures) | Lectures will be recorded to introduce new chapter content, to demonstrate software or computer use, and to provide examples. |

Examinations

Hybrid (1%–50% online) Modality
On campus
Online

Hybrid (51%–99% online) Modality
On campus
Online

Primary Minimum Qualification
COMPUTER INFORMATION SYS

Additional Minimum Qualifications

Minimum Qualifications
Business Education
Office Technologies

Review and Approval Dates

Department Chair
09/04/2019

Dean
09/04/2019

Technical Review
10/10/2019

Curriculum Committee
10/10/2019

DTRW-I
10/23/2019

Curriculum Committee
10/23/2019

Board
11/12/2019

CCCCO
12/13/2019

Control Number
CCC000611296

DOE/accreditation approval date
MM/DD/YYYY