Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: Business & Computer Science: Computer Science

Submitter

First Name: Jen
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Course Prefix and Number: CS - 090

 # Credits: 2

Contact hours

Lecture (# of hours): 20
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 20

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Fundamental Computer Skills I

Course Description:

The course covers the basic use of computers running the Windows 7 operating system, including: using the mouse and keyboard, creating and editing documents, file management, and basic Internet use.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Associate of General Studies

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations: Typing skills are helpful

Requirements: None

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Summer**
✓ **Fall**
✓ **Winter**
✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate ability to boot up a computer,
2. use a computer keyboard and mouse,
3. use features of the Windows 7 operating system,
4. find and run programs,
5. access program functions using menus and/or ribbons,
6. find, copy, move, and delete files;
7. create and print a simple document with a word processor,
8. use a web browser to find information on the internet,
9. send, access, and respond to e-mail messages.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Turning the computer on.
2. Using the mouse.
3. Locating, opening, and using files.
4. Using program menus and ribbons.
5. Finding information on the internet.
6. Sending email.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency   **No**
2. Produce renewable energy   **No**
3. Prevent environmental degradation **No**
4. Clean up natural environment   **No**
5. Supports green services   **No**

Percent of course: 0%

First term to be offered:

Next available term after approval

: