

Mt. San Jacinto College
Integrated Course Outline of Record

Form B

Submitted by:	Sonia Nelson	Date:	12/17/2020
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Department	Subject	Course Number	Title
Non-Credit Career Enhancement Program	Non-Credit Career Enhancement Program NC/CEP	970	Basic Computer Skills for Business (formerly NC/CEP-005X)

Units/Hours
Each lecture unit requires 1 hour per week of class time, and 2 hours per week of study outside of class.
Each laboratory unit requires 3 hours per week of class time.
Each activity unit requires 2 hours per week of class time and 1 hour per week of study outside of class.

Total Units

Total Contact Hours

24.00 - 54.00

Stand Alone:

Program Applicable

AA/AS Degree General Ed Breadth Area(s):

-none-

General Education Justification:

Maximum Enrollment:	30
Maximum Enrollment Justification:	Course requires significant individualized instruction or assessment “ check all that apply: * Course requires graded class discussion and graded class participation. * Course relies on small group dynamics as a means of instruction or assessment. * Course requires that each student be evaluated individually on a set of skills more than twice per semester. Justification: This course will require that each student

be evaluated individually at least several times during the 24 to 54 hours allotted to complete the course.

Grading Method:

NC-P/SP/NP

TOP code:

0701.00*

Can be Taken

99

time(s) for credit (max 4)

- Visual or Performing Arts course that is required to meet major requirements for UC/CSU
- Intercollegiate athletics course
- Academic/vocational competition course

Catalog Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course). (75 words or less in gray box below).

This course will provide students with an overview of the basic computer functions used in a business setting using state of the art software and web based programs. Students will learn to send and receive emails, input data, research information, and create and store documents.

Schedule Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course). (25 words or less in gray box below).

This course provides an overview of basic computer functions used in a business setting. Functions covered include using email, researching information, and creating/storing documents.

Need for the course:

This class will equip students with the basic computer skills that are necessary for employment and success in business. Because computer courses are required for an A.S.-T or A.S. in Business Administration, certificates in Accounting and Business Administration, employment concentration certificates in Project Management, and an A.S.T- in Administration of Justice this course will serve as a pathway for students that are presently interested in or may become interested in pursuing such credit programs. This course is also required for the NC/AUME Light Duty certificate. This class could also potentially serve as a pathway for students that are presently interested or may become interested in pursuing an A.S.-T in Computer Science, an A.S. in Computer Information Systems, certificates in General Track, Internet Authoring, Networking, and Programming, and employment concentration certificates in Computer Forensics, Computer Hardware Specialist, and Internet Authoring Apprentice.

Prerequisite(s):

Prerequisites go through a separate approval process. See Forms E1-E6 for details. (For further clarification, contact the Prerequisite Subcommittee)

-none-

Corequisite(s):

Corequisites go through a separate approval process. See Forms E1-E6 for details.

-none-

Recommend Preparation:

Recommended Preparation goes through a separate approval process. See Forms E1-E6 for details.

-none-

Other Enrollment Criteria:

-none-

Learning Objectives:

(please number each objective and express in behavioral terms)
Upon the completion of the course the student will be able to do the following:

- 1. Differentiate between computer hardware and software and describe the differences between them.
- 2. Demonstrate the ability to compose, send, and receive emails.
- 3. Describe the basic functions of computer equipment.
- 4. Identify internet security measures and practice safe search methods.
- 5. Create an online calendar.
- 6. Schedule and modify appointments.
- 7. Create and store documents using state of the art word processing software.
- 8. Demonstrate the ability to attach a document to an email.
- 9. Locate information on a database or internet website.
- 10. Record information on a data software program.

Course Content:

(please number the outline of main topics and subtopics)

- 1. Searching for information on the internet
 - a) Using different search engines
 - 1. Chrome
 - 2. Firefox
 - 3. Internet Explorer
 - b) Internet safety and security measures
 - 1. Creating usernames and passwords
 - c) Completing online forms
- 2. Using the Windows Operating System
 - a) Database basics
 - b) Managing files and folders
 - c) Locating and retrieveing documents
- 3. Using word processing software
 - a) Creating and storing documents
 - b) Using document templates
 - 1. Resumes
 - 2. Personal letters
 - 3. Formal letters
 - 4. Flyers
 - 3. Signs
 - c) Utilizing shortcuts to format documents
 - d) Editing a document
 - e) Touch typing
 - 1. Home row position
 - 2. Keyboard scheme
 - 3. Finger motions
 - 4. Typing speed
- 4. Basics of email
 - a) Creating an email account
 - b) Sending and receiving email
 - c) Structuring email in a business environment

- d) "Netiquette" for composing and responding to business email
- e) Attaching documents to an email
- 5. Scheduling software
 - a) Using calender functions
 - b) Setting reminders
- 6. Using Google Docs
 - a) Creating and importing documents
 - b) Editing and formatting documents
 - c) Adding and editing text
 - d) Adding colors and styles
 - e) Adding pictures and links
 - f) Sharing documents
 - g) Downloading and printing documents
- 7. Using Microsoft 365
 - a) Navigating Outlook
 - b) Creating Word documents on the cloud
 - c) Using OneDrive
 - d) Preparing PowerPoints on the cloud
 - e) Navigating Excel spreadsheets on the cloud

Methods of Instruction:

Methods of instruction may include, but are not limited to the following:

- **Method:** Lecture
Integration: Lecture and demonstration will reinforce the development of entry level skills in a business setting such as composing emails, creating and storing documents, performing internet searches, and using data software programs.
- **Method:** Homework
Integration: Written assignments will aid student understanding of the various forms of written business communications. For example, students will create and store documents using standard word processing software, create and receive emails, use Google Docs and Microsoft 365, and use document templates for resumes, personal letters, formal letters, flyers, and signs.
- **Method:** In-class Exercises
Integration: In class activities such as sending and receiving email will build student confidence in the practical application of course content.
- **Method:** Directed Study
Integration: Directed study of internet research practices will build skill in using the internet appropriately in a business setting such as using different search engines for different needs, identifying appropriate internet resources, and navigating internet safety and security measures.

Methods of Evaluation:

A student's grade shall be determined by the instructor using multiple measures of performance related to the course objectives. Methods of evaluation may include but are not limited to the following:

- **Method:** Exams/Tests
Integration: Written tests will be administered to demonstrate student ability to apply skills and concepts such as sending properly worded business emails.
- **Method:** Class Participation
Integration: Listening and reading activities will assess students' ability to follow instructions, take notes, transcribe them into a document, and store that document.
- **Method:** Class Work
Integration: Students will be evaluated on practical work activities such as conducting an internet search intended to locate addresses of certain businesses and institutions and using the information to create a mailing.

- **Method:** Group Projects
- **Integration:** Students will be assessed on their ability to perform small group activities such as scheduling activities on a group calendar.

Examples of Assignments:

Students will be expected to understand and critique college level texts or the equivalent. Reading and writing, as well as out of class assignments are required. These assignments may include but are not limited to the following:

1. Create, format, and store an original word processed document in a folder.
2. Create a new email account and send an email to the instructor.
3. Research information on the State of California budget using a common internet search engine.
4. Locate current budget information on several relevant cities; choose two cities, copy the links and attach them to an email to the instructor. The email should describe the search criteria, the search engine employed, and the reason why the two particular cities were chosen.

Textbooks:

- Vermaat, M.,E. (2016). *Microsoft Office 365 & Office 2016: Introductory* Cengage Learning . ISBN: 1305870018
- Bernstein, J. (2019). *Google Apps Made Easy: Learn to Work in the Cloud* Independently Published. ISBN: 978-1798114995

Other Resources:

Minimum Qualification

- Computer Information Systems **or**
- NC/Vocational (short-term)