

COURSE IMPLEMENTATION DATE:  
COURSE REVISED IMPLEMENTATION DATE: September 2004  
COURSE TO BE REVIEWED: September 2008  
(Four years after implementation date) (MONTH YEAR format)

**OFFICIAL COURSE OUTLINE INFORMATION**

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT:	<b>Community Access, Business, Information Technology/ESL</b>	
<b>ESL CB77</b>	<b>N/A</b>	<b>3</b>
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS
	<b>Computer Concepts English</b>	
	COURSE DESCRIPTIVE TITLE	

**CALENDAR DESCRIPTION:**

This course focuses on language, terminology, and concepts needed to continue studies in Computer Information Systems. Using a textbook and numerous hands-on computer exercises, ESL students will develop a basic understanding of computer hardware, software for systems and applications, components of the system unit, storage devices, as well as operating systems and utility programs.

**PREREQUISITES: ESL CB60 or instructor permission**
**COREQUISITES: n/a**

SYNONYMOUS COURSE(S)	<b>SERVICE COURSE TO:</b>
(a) Replaces: <b>N/A</b>	<b>N/A</b>
<i>(Course #)</i>	<i>(Department/Program)</i>
(b) Cannot take: <b>N/A</b> for further credit.	<b>N/A</b>
<i>(Course #)</i>	<i>(Department/Program)</i>

TOTAL HOURS PER TERM: <b>80</b>	TRAINING DAY-BASED INSTRUCTION
<b>STRUCTURE OF HOURS:</b>	LENGTH OF COURSE: _____
Lectures: <b>24</b> Hrs	HOURS PER DAY: _____
Seminar: _____ Hrs	
Laboratory: <b>40</b> Hrs	
Field Experience: _____ Hrs	
Student Directed Learning: <b>16</b> Hrs	
Other (Specify): _____ Hrs	

MAXIMUM ENROLLMENT:	<b>20</b>
EXPECTED FREQUENCY OF COURSE OFFERINGS:	<b>twice a year</b>
WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**AUTHORIZATION SIGNATURES:**

Course Designer(s): \_\_\_\_\_ Dept \_\_\_\_\_ Chairperson: \_\_\_\_\_ Dept *(Curriculum Committee)*

Department Head: \_\_\_\_\_ N Campbell \_\_\_\_\_ Dean: \_\_\_\_\_ K Evans

PAC Approval in Principle Date: \_\_\_\_\_ PAC Final Approval Date: December 03, 2003

**COURSE NAME/NUMBER****LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:**

- to enable students to follow oral and written instructions in computer use
- to develop competency in keyboarding
- to develop a high level of comfort with the vocabulary necessary to succeed in further computer studies
- to become familiar with the components of a computer, the Internet, application software, operating systems, and storage systems

**METHODS:**

- lecture
- lab
- projects

**PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):**

Credit can be awarded for this course through PLAR (Please check :)  Yes  No

**METHODS OF OBTAINING PLAR:**

n/a

**TEXTBOOKS, REFERENCES, MATERIALS:**

[Textbook selection varies by instructor. An example of texts for this course might be:]

-Oja, Dan & Parsons, June Jamrich. Computer concepts: Illustrated Introductory Enhanced. 3d ed. Boston: Thomson Learning, 2002

**SUPPLIES / MATERIALS:**

- CD-rom included with text
- 3.5" floppy
- UCFV printing card

**STUDENT EVALUATION:**

[An example of student evaluation for this course might be:]

Quizzes	40%
Assignments	40%
Final Exam	20%

**COURSE CONTENT:**

[Course content varies by instructor. An example of course content might be:]

This course will be the 3<sup>rd</sup> course in the series of ESL computer language classes. The following topics, and the terminology/vocabulary associated with them will be covered in lectures and labs:

- What a computer is: Data vs. Information, hardware, software, networks, types of computers
- The Internet: History, WWW, Internet services, netiquette
- application software:
  - business software—word-processing, spreadsheets, database, presentation, and accounting
  - graphics and multimedia software
  - software for home, personal, and educational use
- components of the System Unit: Motherboard, CPU, memory, expansion slots and cards, ports, buses, bays, power supply
- Storage: floppy disks/drives, hard disks/drives, CDs and DVDs, zip/tape drives
- Operating Systems and Utility Programs: Operating systems, stand alone operating systems, network operating systems, utility programs
- keyboarding skills will be presented and practiced throughout the lab portion of this class

