

NEW COURSE PROPOSAL

PROGRAM AREAS _____ MATH AND COMPUTER SCIENCE

- 1. Catalog Description of the Course.** *[Include the course prefix, number, full title, and units. Provide a course narrative including prerequisites and corequisites. If any of the following apply, include in the description: Repeatability (May be repeated to a maximum of ____ units); time distribution (Lecture ____ hours, laboratory ____ hours); non-traditional grading system (Graded CR/NC, ABC/NC). Follow accepted catalog format.]*

COMP 101. COMPUTER LITERACY (3)

Three hours of lecture in the lab per week.

An introduction to computer applications, including web applications, word processing, spreadsheets, databases and programming. Includes service learning component. Not open to Computer Science majors.

GenEd: B4

- 2. Mode of Instruction.**

	Units	Hours per Unit	Benchmark Enrollment
Lecture	____3____	____1____	____24____
Seminar	_____	_____	_____
Laboratory	_____	_____	_____
Activity	_____	_____	_____

- 3. Justification and Learning Objectives for the Course.** (Indicate whether required or elective, and whether it meets University Writing, and/or Language requirements) *[Use as much space as necessary]*

The course is an introductory Computer Science course for liberal studies students required for teaching credentials.

Through this course, students will be able to

- Translate reasoning into algorithms
- Organize collected data using spreadsheets, databasis
- Write simple programs using basic programming ideas
- Understand basic web applications
- Understand the roles of common computer applications
- Design and create simple projects
- Organize and express ideas clearly and convincingly in oral and written forms.

This course is not designed to satisfy the University Writing or Language requirements.

- 4. Is this a General Education Course** YES

If Yes, indicate GE category:

A (English Language, Communication, Critical Thinking)	
B (Mathematics & Sciences)	B4
C (Fine Arts, Literature, Languages & Cultures)	
D (Social Perspectives)	
E (Human Psychological and Physiological Perspectives)	

- 5. Course Content in Outline Form.** *[Be as brief as possible, but use as much space as necessary]*

WINDOWS ETC.
INTERNET BROWSERS
WORD EDITORS
COMPONENTS OF SYSTEM UNIT
PROOFING AND FORMATTING
WORKING WITH TABLES
EXCEL
STORAGE- BUILDING & EDITING
OPERATING SYSTEM AND UTILITY
FORMATTING AND CHARTS
ACCESS
DATABASE AND INFORMATION MANAGEMENT
USING TABLES AND QUERIES
COMMUNICATIONS AND NETWORKS
USING FORMS AND REPORTS
E-COMMERCE
POWERPOINT
COMPUTER & SOCIETY
INTEGRATING WORD, EXCEL AND POWERPOINT - PROJECTS

6. References. *[Provide 3 - 5 references on which this course is based and/or support it.]*

- 1. DISCOVERING COMPUTERS 2002, CONCEPTS FOR A DIGITAL WORLD – WEB ENHANCED**
BY SHELLY, CASHMAN, VERMAAT
- 2. MICROSOFT OFFICE 2000 - ENHANCED EDITION**
BY BESKEEN, FRIEDRICHSEN, REDING, SWANSON

7. List Faculty Qualified to Teach This Course.

All Computer Science faculty.

8. Frequency.

a. Projected semesters to be offered: Fall ___X___ Spring ___X___ Summer ___X___

9. New Resources Required.

a. Computer (data processing), audio visual, broadcasting needs, other equipment

Use of existing computer lab.

b. Library needs

none

c. Facility/space needs

none

10. Consultation.

Attach consultation sheet from all program areas, Library, and others (if necessary)

11. If this new course will alter any degree, credential, certificate, or minor in your program, attach a program modification.

Proposer of Course

Date