El Camino College
COURSE OUTLINE OF RECORD – Official

Subject:	PASS
Course Number:	533
Descriptive Title:	Fundamental Computer Skills
Division:	Library and Learning Resources
Department:	Pathways to Academic Success
Course Disciplines:	Education
Catalog Description:	This comprehensive introductory course is designed to equip students with the fundamental skills needed to navigate the digital world effectively. Through hands-on instruction and interactive activities, participants will gain confidence in operating a computer, understanding essential computing terminology, and master core tasks such as emailing, navigating the internet and basic word processing.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	.33
Hours Laboratory (per week):	.33
Outside Study Hours:	.67
Total Course Hours:	12
Course Units:	0
Grading Method:	Pass/No Pass only
Credit Status:	Non Credit
Transfer CSU:	No
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education ECC:	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	

Student Learning Outcomes:	Upon completion of the course, students will be able to: 1. demonstrate proficiency in basic computer operating skills 2. develop an understanding of online safety principles and demonstrate the ability to identify and avoid potential online threats, protecting personal information and maintaining a secure online presence 3. acquire the skills necessary to create, send, receive and manage emails effectively, including the use of appropriate email etiquette, attachments and organization of email folders 4. demonstrate competence in basic word processing tasks such as creating, saving and printing documents 5. develop and improve keyboarding skills that contribute to effective productivity in professional and academic settings.
Course Objectives:	1. Students will learn basic computer terminology, its functions and initial system operations. 2. Students will learn how to access information online while safeguarding personal information and digital identity. 3. Students will learn how to proficiently set-up, send, receive and manage email. 4. Students will learn how to create, save and print a document using Microsoft Word. 5. Students will learn finger positioning and practice keyboard exercises to learn or improve keyboarding skills.

Major Topics:	I. **Getting Started with your Computer (1 hour, lecture)**
	    A. Starting up the PC and logging in
	    B. Shutting off your PC
	    C. Using the Mouse or touch Pad
	    D. Basic terminology
	    E. Explaining the cloud
	    F. Discovering Applications
	    G. Connecting to the internet/WIFI
	II. **Starting to Use the Internet (1 hour, lecture)**
	    A. Explaining how the internet knows you are online
	    B. Finding browsers to surf the web
	    C. Installing a browser
	    D. Learning about web page names
	    E. Opening a website
	III. **Using your email (1 hour, lecture)**
	    A. Getting started with email
	    B. Chapter introduction
	    C. The fundamentals of email
	    D. Pros and cons of email
	    E. Writing email messages
	    F. When to use email
	    G. Sending and receiving email
	    H. Received messages
	
	    A. Email security threats
	IV. **Internet Safety (1 hour, lecture)**
	    A. Understanding Cookies
	    B. Protecting our computer

		C.	Avoiding scams
		D.	Shopping online
		E.	Explaining podcasts
		F.	Signing up for an account
		G.	Listening to music online
		H.	Watching videos online
	V.	**Basic Word Processing (1 hour, lecture)**	
		A.	Opening Word
		B.	Finding the backstage
		C.	Exploring ribbons
		D.	Starting a document
		E.	Saving a document
		F.	Closing a document
		G.	Opening a document
		H.	Printing a document
	VI.	**Improve keyboarding skills (1 hour, lecture)**	
		A.	Learn proper finger positioning
		B.	Increase speed and accuracy
	VII.	**Demonstration of Basic Computer Skills (6 hours, lab)**	

Total Lecture Hours:	6
Total Laboratory Hours:	6
Total Hours:	12
Primary Method of Evaluation:	3) Skills demonstration
Typical Assignment Using Primary Method of Evaluation:	Access your Outlook El Camino email account.
Critical Thinking Assignment 1:	Send an email to your instructor discussing one way to avoid scams while using the Internet.
Critical Thinking Assignment 2:	Open a new document using Microsoft Word. Type a paragraph discussing what you have learned in this class. Save and print the document.
Other Evaluation Methods:	Class Performance, Homework Problems
If Other:	
Instructional Methods:	Demonstration, Lecture, Multimedia presentations
If other:	
Work Outside of Class:	Problem solving activity, Required reading, Skill practice, Study
If Other:	
Up-To-Date Representative Texts:	**Digital Text (OER Text) -** Computer Applications for Managers, Lumen Learning, 2021 – Open Educational Resource via LibreTexts. Book: Computer Applications for Managers (Lumen) - Business LibreTexts. CC BY 4.0: 99.1% (319 pages) Undeclared: 0.9% (3 pages) Click link for details: Detailed Licensing - Business LibreTexts

Alternative Texts:	**Digital Text (OER Text)** - Duffy, Marjorie. CISC 302: Computer Familiarization. LibreTexts, 2023. CISC 302: Computer Familiarization (Duffy) - Workforce LibreTexts Undeclared: 72.3% (159 pages) CC BY 4.0: 23.2% (51 pages) CC BY-NC-SA 4.0: 4.1% (9 pages) CC BY-NC 4.0: 0.5% (1 page) Click link for details Detailed Licensing - Workforce LibreTexts
Required Supplementary Readings:	
Other Required Materials:	
Requisite	
Category	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
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Enrollment Limitations and Category:	

Enrollment Limitations Impact:	
Course Created by:	Linda Cooks
Date:	11/11/2023
Original Board Approval Date:	04/15/2024
Effective Term:	FALL 2024