



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	AHSD
Course Number:	552
Descriptive Title:	High School Computer Basics
Division:	Adult High School Diploma
Department:	Adult High School Diploma
Course Disciplines:	Adult High School Diploma
Catalog Description:	This course provides students with an overview of computer hardware, software, operating systems, file management, the Internet, and e-mail. Successful completion of this course contributes to progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules. Note: This course is open entry/open exit.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	.83 to 8.33
Hours Laboratory (per week):	0
Outside Study Hours:	1.66 to 16.66
Total Course Hours:	15 to 150
Course Units:	0
Grading Method:	Pass/No Pass/SP
Credit Status:	Noncredit
Transfer CSU:	No
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	

Other:	
Cal-GETC:	
Term:	
Other:	
Student Learning Outcomes:	Upon completion of the course, students will be able to: 1. analyze integrated programs that comprise a computer system. 2. apply skills to create, edit, and save documents, graphs, and spreadsheets. 3. integrate methods of using the Internet for communication and research.
Course Objectives:	1. Use resources to identify the categories of hardware and software on a computer. 2. Explain the order of importance between the operating system and application of program software. 3. Determine effective and efficient data communication in a computer network. 4. Create, edit, save, and print a word document. 5. Design a slideshow presentation incorporating graphics, charts, animation, and sound effects. 6. Compile data and create a spreadsheet. 7. Create graphic representation of data in the form of charts and graphs. 8. Identify which computer program is needed to obtain require information. 9. Use a specific search engine to obtain report outcomes and parameters. 10. Categorize and rank information in order of importance. 11. Explain ethical use of Internet sites.
Major Topics:	I. Introduction to Hardware and Software A. Major Physical Components of the Computer 1. Keyboard 2. Mouse 3. CPU 4. Monitor 5. Drives B. Microcomputer hardware C. Software and operating systems D. Integrated computer software package

II. Introduction to Word Processing

- A. Setting up documents
- B. Page Layout
- C. Formatting text
- D. Creating and editing documents
- E. Document content
- F. Revising document

III. Introduction to Spreadsheets

- A. Entering and editing data
- B. Formulas and functions
- C. Formatting data and worksheets
- D. Charts and graphics

IV. Introduction to Slideshows/Presentations

- A. Creating slideshows
 - 1. Layout
 - 2. Formatting text
 - 3. Choosing graphics
 - 4. Animation and sound
 - 5. Importing
- B. Customizing presentations
- C. Presenting slideshow

V. Using the Internet

- A. Basic terminology
- B. Ethics
- C. Research tool
- D. Uses and limitations
- E. Utilizing search engines and exploring websites
- F. Web browser features
- G. Tools and commands

Total Lecture Hours:	15 to 150
Total Laboratory Hours:	0
Total Hours:	15 to 150
A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):	
A.2. Primary Method of Evaluation (Part 2 - all courses; choose one):	3) Skills demonstration
Typical Assignment Using Primary Method of Evaluation:	In a word-processed document, answer the following questions: What is a computer? What is an operating system? What are the major physical components of computers? Create a folder and save your document as a file in that folder. Print your document.
Critical Thinking Assignment 1:	Create a slideshow presentation of eight slides on an appropriate topic. Including in your presentation text, graphics (including a table, chart, or graph), animation, and sound. Modify an existing template or design your own. Save your document to a folder.
Critical Thinking Assignment 2:	Locate and assess 3 credible Internet sources on a current topic of your choice. List the 3 sources you found and write 1-2 paragraphs to explain how you found the sources and how you know these sources are credible. Next, find at least 1 source on your chosen current event topic that is not credible, and write 1 paragraph to explain how you know it is not credible.
Other Evaluation Methods:	Completion, Homework Problems, Matching Items, Multiple Choice, Objective Exam, Performance Exams, Presentation, Quizzes, True/False, Written Homework
Instructional Methods:	Demonstration, Discussion, Group Activities, Lecture, Multimedia presentations
If other:	
Work Outside of Class:	Answer questions, Problem solving activity, Required reading, Skill practice, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Texts:	Marshall, Greg. <i>Welcome to Computer Basics: Windows 11 Edition</i> . Labyrinth Publishing, 2023.
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding	

course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
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Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Matthew Kline
Date:	04/01/2024
Original Board Approval Date:	01/13/2025
Last Reviewed and/or Revised by:	Matt Kline
Date:	03/06/2026
Last Board Approval Date:	05/20/2026
Effective Term:	FA 2026