I. Catalog Description
This course introduces students to the following areas in computer science: An operating system such as Windows, Application programs which include a word processor, spreadsheet, database and presentation, A programming language; The Internet and the creation of web pages; Internal structure and basic functions of computers; Cultural implications of computers on our society. This course has been approved for online delivery.

Recommended Preparation: Successful completion of ENGL105 or equivalent assessment placement.

Transfers to both UC/CSU
34 Hours Lecture, 51 Hours Lab
Scheduled: Fall, Spring

II. Coding Information
Repeatability: Not Repeatable, Take 1 Time
Grading Option: Graded or Credit/No Credit
Credit Type: Credit - Degree Applicable
TOP Code: 070100

III. Course Objectives
A. Course Student Learning Outcomes
Upon completion of this course the student will be able to:
1. Perform basic computer operation functions.
2. Produce documents, spreadsheets, database and presentations using Microsoft Office Suite.
3. Select a computer with appropriate hardware and software specifications to meet an identified need utilizing the Internet.

IV. Course Content
The following topics may be included; however, the order of presentation, emphasis and the depth of treatment will depend on the preferences of the instructor.
A. Cultural Implications of Computers
   1. Invasion of privacy
   2. Computer crime
   3. Computer ethics
   4. Computer careers
   5. Automation
   6. Uses of computers
   7. History of computers
B. Hands-on experience with programming:
   1. Variable types and declarations
   2. Operators and their operational hierarchy.
   3. Input and Output Statements
4. Conditional statements
5. Loop statements
6. Objects and Classes
7. Encapsulation, inheritance and polymorphism

C. Hands-on experience with word processing software:
   1. Originate document
   2. Headers and footers
   3. Formatting
   4. Search and Replace
   5. Save and retrieve documents
   6. Mail merge
   7. Forms

D. Hands-on experience with spreadsheet software:
   1. Row and column format
   2. Logical relationships
   3. Labels and values
   4. Formulas
   5. Save and retrieve files

E. Hands-on experience with data base software:
   1. Record format
   2. Field descriptors
   3. Field types
   4. Date fields
   5. Search criteria
   6. Multi-criterion searches
   7. Adding records
   8. Output formats

F. Hands-on experience with presentation software:
   1. Working with slides and layouts
   2. Working with templates.
   3. Working with the slide master.
   4. Working with color schemes.

G. Hands-on experience with the Internet
   1. Development of the Internet
   2. Connecting to the Internet
   3. Use of a browser
   4. Use of search machines
   5. Creating simple web pages

V. Assignments
   A. Appropriate Readings
      Traditional Format: Students will be required to read software manuals and from
      the assigned textbooks.
      Interactive Format: Students will be required to read software manuals, assigned
      textbooks and completed lab exercises. Lab exercises will utilize the same
      platform that is utilized in the traditional class.

   B. Writing Assignments
      Assignments include writing computer programs, written examinations and short
      essays on selected topics.
C. Expected Outside Assignments
Library research, writing programs and papers and reviewing class notes are done outside of class.

D. Specific Assignments that Demonstrate Critical Thinking
Writing computer programs and writing essays requires critical thinking. In addition, commercial software cannot be operated without analysis. The student must grasp how it works.

VI. Methods of Evaluation

Traditional Classroom Delivery
Student will be evaluated on:
1. Performance on written tests and a final examination.
2. Performance on hands-on computer lab exercises.
3. Performance on essay assignments.

Online Delivery
A variety of methods will be used, such as: research papers, asynchronous and synchronous discussions (chat/forum), online quizzes and exams, postings to online website, and email communications.

VII. Methods of Delivery
Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

☒ Traditional Classroom Delivery ☐ Correspondence Delivery

☐ Hybrid Delivery ☒ Online Delivery

Traditional Classroom Instruction
Lecture, discussion, audio-visual media, lab exercises and other appropriate methods as determined by instructor

Online Delivery
Online written lectures. Participation in forum-based discussions. Online exercises/assignments contained on website. Discussion papers, email communications, postings to forums, and web-links will comprise the method of instruction.

VIII. Representative Texts and Supplies
USB flash drive, 1mb or better.

IX. Discipline/s Assignment
Computer Science, Business

X. Course Status
Current Status: Active
Original Approval Date: 6/1/1990
Revised By: Garrett Taylor
Curriculum/Academic Standards Committee Revision Date: 03/05/2019