Lassen Community College Course Outline

CA 31 Computer Applications I 3.0 Units

I. Catalog Description

Use of currently and widely-used application software, including spreadsheets, data bases, word processors and graphics programs. Practical experience for familiarity and skill in operating software as well as problem solving in business applications will be stressed. Course is designed to meet the preparatory needs of students seeking to pass the Microsoft Office Specialist [MOS] exams in Word, Access, and Excel. This course has been approved for online and hybrid delivery. Access to a computer with internet access is required. This course uses on OER textbook.

Diversity Statement

Our commitment to diversity requires that we strive to eliminate barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for the growth and understanding as an educational community.

Additional Course Information

- Transfers to both UC/CSU
- 34 Hours Lecture, 51 Hours Laboratory, 68 Out of Class Hours, 153 Total Hours of Instruction
- Fall, Spring

II. Coding Information

Repeatability: Not repeatable, Take 1 time
Grading Option: Graded only
Credit Type: Credit - Degree Applicable/
TOP Code: 0702.10

III. Course Objectives

A. Course Student Learning Outcomes

Upon completion of this course the student will be able to:

1. Given a document, reproduce the document in Microsoft Word using formatting features such as Font, Paragraph, Bullets and Numbering, Borders and Shading, Columns, etc.
2. Given a spreadsheet such as a payroll report, use Microsoft Excel to format the spreadsheet and complete all necessary calculations using formulas and Excel functions.
3. Given a database, use Microsoft Access to set up the database by creating the fields and types for the tables and entering the records to these tables, in addition to performing simple queries and generating simple reports.

B. Course Objectives

Upon completion of this course the student will be able to:

1. Demonstrate proficiency in the use of selected commercial software programs.
2. Demonstrate appropriate application of software in school, business and personal use.
3. List and discuss computer related problems such as ethics, computer security and privacy
4. Describe computer security best practices

IV. Course Content

A. Outline of Topics

1. Excel Spreadsheet
    a. Navigate and manage the worksheet environment
    b. Construct cell data and apply the autofill feature
    c. Apply and modify cell formats
    d. Merge and unmerge cells
    e. Hide and unhide rows and columns
    f. Manipulate page setup options
    g. Create and apply cell styles
    h. Create and format worksheets
    i. Manipulate widow and workbook views
    j. Create formulas and enforce formula precedence
    k. Apply cell references and conditional logic
    l. Apply named ranges and cell ranges in formulas
    m. Apply and manipulate illustrations
    n. Share spreadsheets with backstage
    o. Sort, filter, and apply conditional formatting to data
2. Access Data Base
    a. Start, navigate, and exit Access
    b. Open a database and view the database window
    c. Use the navigation pane and window
    d. Use the ribbon
    e. Save and close objects and databases
    f. Use keyboard Key tips.
    g. Create and manage a database
    h. Apply application parts
    i. Create and manage fields and tables
    j. Sort and filter records
    k. Set relationships
    l. Import data from a single data file
    m. Apply form design options, arrange options, and format options
    n. Construct queries
    o. Manage source tables and relationships
    p. Manipulate fields and calculate totals
    q. Create reports and apply report design options
    r. Apply report design, arrange, format, and page setup options
3. Microsoft Word- word processor

a. Start, exit and navigate Word
b. Open, save, and close documents
c. Apply different views to a document
d. Manage and share document versions
e. Apply a template to a document
f. Apply font and paragraph attributes
g. Apply indentation and tab settings to paragraphs
h. Apply spacing settings to text and paragraphs
i. Create and manipulate tables
j. Format lists and pages
k. Construct content using quick parts
l. Create and manipulate page backgrounds
m. Create and modify headers and footers
n. Insert and format pictures, shapes, and word art in documents
o. Insert and format clip art
p. Apply and manipulate text boxes
q. Validate content with spelling and grammar checking options
r. Configure autocorrect settings
s. Insert and modify comments in a document
t. Apply a hyperlink
u. Create endnotes and footnotes in a document
v. Create a table of contents in a document
w. Set up a mail merge

4. Security Principles
   a. Tools for Information Security
   b. Password Security
   c. Backups
   d. Intrusion Detection Systems
   e. Physical Security
   f. Security Policies

V. Assignments

A. Appropriate Readings

1. Updated releases on software, hardware and IT best practices.

B. Writing Assignments

1. Create multiple documents using word processing skills that prove ethical and effective communication, including presentations, emails and business plans.

C. Expected Outside Assignments

Students will be required to complete two hours of outside-of-class homework for each hour of lecture. Which may include but are not limited to:

1. Create business plans
2. Prepare and format spreadsheets
3. Create presentations using presentation software

D. Specific Assignments that Demonstrate Critical Thinking

1. Prepare and format and utilize database files and reports
2. Create business plans
3. Explore career information and develop a career plan

VI. Methods of Evaluation

List general evaluation methods (i.e., mixed format exams, participation, written essays, oral and listening exams)

Traditional Evaluation

Term paper (topic choice, thesis statement, outline, bibliography, rough draft, final draft), homework, classroom discussion, essay, journals, lab demonstrations and activities, multiple choice quizzes, and participation.

Hybrid Evaluation

Quizzes and exams could be administered in person and/ or online. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous (chat/forum) will be evaluated for participation and to maintain effective communication between instructor and students.

Online Evaluation

A variety of methods will be used, such as: research papers, asynchronous and synchronous (chat/forum) discussions, online quizzes and exams, posting to online website and email communications using the districts approved learning management system.

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 Delivery

Lecture, discussion, audio/visual aids, demonstration, group exercises, guest speakers, lab, individualized programs and other as needed.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum 1/3 of the instruction hours, will be taught face-to face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction could consist of exercises/assignments, lectures, visual aids, practice exercises, exams and quizzes. Online delivery could consist of exercises/assignments, lecture posts, discussions, exams and quizzes, adding extra resources and other media sources as appropriate.

Online Delivery

A variety of methods will be used, such as: research papers, asynchronous and

synchronous (chat/forum) discussions, online quizzes and exams, posting to online website and email communications using the districts approved learning management system.

VIII. Representative Texts and Supplies

1. Bolling, T et. Al (2023) *Workplace Software and Skills* OER text found at https://openstax.org/details/books/workplace-software-skills
2. Bourgeois, D.T. (2019) *Information Systems for Business and Beyond*. OER text found at https://opentextbook.site/informationsystems2019/front-matter/title-page-information-systems-introduction/ or downloadable at https://digitalcommons.biola.edu/open-textbooks/1/

IX. Course Status

1. Current Status: Active
2. Original Approval Date:
3. Course Originator:
4. Board Approval Date: 03/11/2025
5. Chancellor's Office Approval Date: 3/18/2025
6. Revised By: Melinda Duerksen
7. Curriculum/Academic Standards Committee Revision Date: Feb 4, 2025