Lassen Community College Course Outline

CS 1 Computer Literacy   **3.0 Units**

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 and hybrid delivery.

Recommended Preparation: Successful completion of ENGL105 or equivalent multiple measures placement.

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

B. Course Objectives

Upon completion of this course the student will be able to:
a. Define contemporary terminology of computer applications
b. Understand and apply ethical decision making of computer applications
c. Produce documents through commonly used computer platforms
d. Determine the software and hardware needs or an organization

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.

Hybrid Evaluation

A combination of traditional classroom and online evaluations will be used. Traditional Classroom: exercises/assignments, objective examinations and essay examinations. Online delivery: exercises/assignments, online quizzes and exams, essay forum postings, and chat rooms.

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.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. 34 hours will be taught face-to-face by the instructor and the other 34 hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

VIII. Representative Texts and Supplies

Evans et al., *Technology in Action Complete,* 16th edition, 2019, Pearson Education, ISBN-10: 0135435196 • ISBN-13: 9780135435199

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: Andy Rupley
Curriculum/Academic Standards Committee Revision Date: 10/19/2021