

**CS 5 Course Outline as of Spring 2010****CATALOG INFORMATION**

Dept and Nbr: CS 5

Title: COMPUTER LITERACY

Full Title: Computer Literacy

Last Reviewed: 5/8/2023

| Units   |      | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 3.00 | Lecture Scheduled     | 3.00 | 17.5         | Lecture Scheduled  | 52.50 |
| Minimum | 3.00 | Lab Scheduled         | 1.00 | 4            | Lab Scheduled      | 17.50 |
|         |      | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |      | Contact Total         | 4.00 |              | Contact Total      | 70.00 |
|         |      | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 105.00

Total Student Learning Hours: 175.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: CIS 5

**Catalog Description:**

Designed for the transfer student and/or the person wanting a broad knowledge of computer concepts. No previous experience with computers is required or assumed. This course presents an overview of computers in our world today, how they work, how they are used and their impact on society. Students will be introduced to the Internet and World Wide Web, basic programming concepts and productivity software including word processing, spreadsheet, presentation and database software.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Designed for the transfer student and/or the person wanting a broad knowledge of computer concepts. No previous experience with computers is required or assumed. This course presents an overview of computers in our world today, how they work, how they are used and

their impact on society. Students will be introduced to the Internet and World Wide Web, basic programming concepts and productivity software including word processing, spreadsheet, presentation and database software. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;UC.

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                      |                      |                                       |                         |           |
|----------------------|----------------------|---------------------------------------|-------------------------|-----------|
| <b>AS Degree:</b>    | <b>Area</b><br>B     | Communication and Analytical Thinking | Effective:<br>Fall 1983 | Inactive: |
| <b>CSU GE:</b>       | <b>Transfer Area</b> |                                       | Effective:              | Inactive: |
| <b>IGETC:</b>        | <b>Transfer Area</b> |                                       | Effective:              | Inactive: |
| <b>CSU Transfer:</b> | Transferable         | Effective:                            | Fall 1983               | Inactive: |
| <b>UC Transfer:</b>  | Transferable         | Effective:                            | Fall 1983               | Inactive: |

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of the course, students will be able to:

1. Identify the components and function of the hardware used in a computer system.
2. Describe the function of system software.
3. Describe the function of application software.
4. List the steps in systems analysis and design.
5. Describe the popular programming languages and the process of developing computer software.
6. Create a simple computer program.
7. Analyze the impact of computer technology and its ethical implication on society.
8. Demonstrate basic proficiency of productivity software, including word processing, spreadsheet, presentation, and database software.
9. Demonstrate proficiency in electronic communications technology.
10. Explain basic computer networking concepts and architecture.
11. Use the Internet and World Wide Web to perform research.
12. Create a basic Web page.
13. Discuss computer security and its importance for business and personal use of computers.

### **Topics and Scope:**

1. Computer Literacy as a Necessary Skill in the 21st Century
  - a. Becoming a Savvy Computer User and Consumer

- b. Computers in Today's Careers
  - c. Understanding the Challenges Facing a Digital Society
- 2. The History of Computer Technology
- 3. Computer Hardware
  - a. Input Devices
  - b. Processing (System Unit)
    - i. Central Processing Unit
    - ii. The Machine Cycle
    - iii. Random Access Memory
  - c. Output Devices
  - d. Storage Devices
- 4. Using the Internet and World Wide Web
  - a. Communicating Through the Internet: E-Mail and Other Technologies
  - b. Web Entertainment: Multimedia and Beyond
  - c. Conducting Business over the Internet: E-Commerce
  - d. Managing Malware and Online Annoyances
  - e. Accessing the Web: Web Browsers
  - f. Searching the Web: Search Engines and Subject Directories
  - g. The Internet and How It Works
  - h. The Future of the Internet
- 5. Information Technology Ethics
- 6. Application Software
  - a. Word-Processing Software
  - b. Spreadsheet Software
  - c. Presentation Software
  - d. Database Software
  - e. Graphics and Multimedia Software
  - f. Web Design Software
- 7. System Software
  - a. Operating Systems
  - b. Utility Programs
  - c. File Management
- 8. Computer Networking
  - a. Networking Fundamentals
  - b. Network Architectures
  - c. Network Components
  - d. Wireless Networks
- 9. Computer Security
  - a. Computer Threats (Hackers, Viruses)
  - b. Computer Safeguards(Antivirus Software and Other Security Measures)
- 10. Mobile Computing
  - a. Mobile Computing Devices
  - b. Portable Media Players
  - c. Personal Digital Assistant/Smartphones
  - d. Notebooks
- 11. Software Programming
  - a. The Binary Numbering System
  - b. Low Level Programming Languages
  - c. High Level Programming Languages
- 12. Databases and Information Systems
  - a. Database Types
  - b. Data Mining and Data Warehouses

- c. The Systems Development Lifecycle
- d. Systems Analysis

### Assignment:

1. Read approximately 30 pages per week from the textbook.
2. Written homework and reading reports that review recently-covered topics.
3. Problem solving exercises requiring the use of spreadsheets and database management software.
4. Complete laboratory exercises in operating systems and word processing, spreadsheets, database management, and other application software.
5. Individual and/or team projects may include research and write-up of computer related articles on the web or technology magazines, interviews and reports, writing a basic program, team presentations on current trends in technology.
6. Quizzes, midterm, and final examinations

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework and reading reports

Writing  
20 - 65%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Problem solving exercises

Problem solving  
5 - 20%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Projects

Skill Demonstrations  
5 - 20%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, true/false, matching items, completion

Exams  
20 - 65%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
0 - 10%

### Representative Textbooks and Materials:

Technology In Action (6th), by Evans, Alan, Poatsy, Mary Anne and Martin, Kendall. Prentice Hall: 2010.

Skills for Success Using Microsoft Office 2007, by Townsend, Kris, Gaskin, Shelley and

Vargas, Alicia. Pearson Publishing: 2008.