GLENDALE COMMUNITY COLLEGE

COURSE DISCIPLINE : CS/IS

COURSE NUMBER : 100

COURSE TITLE (FULL) : Computer Concepts

COURSE TITLE (SHORT) : Computer Concepts

CATALOG DESCRIPTION

CS/IS 100 is a survey course designed to introduce concepts and applications to students with no previous exposure to computing. It is directed toward students who want a single survey course in computer concepts, and who may be using a computer in a work situation.

CATALOG NOTES

Note: This course is not intended for CIS, IT or CS majors and may not be taken for credit by students who have completed CS/IS 101.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: ENGL 100, ESL 141, or CABOT 105.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
2	CABOT	105	Introduction To Office Correspondence	proofread, edit, and revise composition;	Yes

EXIT STANDARDS

1   Explain the concept of a network;
2   identify hardware and software needed to create a network;
3   describe the Internet and Internet services;
4   explain organizational implications of the Internet;
5   describe distinctions between system software and application software;
6   explain common functions of system software;
7   use word processing, spreadsheet, database, and presentation software to examine, communicate and solve basic business problems.

STUDENT LEARNING OUTCOMES

1   apply basic computer concepts and terminology;
2   use the Windows operating system;
3   use word processing, spreadsheet, database, and presentation software for simple tasks and basic applications.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Introduction to Computers, Their History and Contemporary Uses	3	0	3
2	Computer Problem • Solving capacities • Jargon • Current trends	3	0	3

3	Computer Ethics • The threat to personal privacy • The threat to individuality	3	0	3
4	Computer Hardware • Central Processing Unit (C.P.U.) • Input, Output, and Memory devices • Microprocessors	8	0	8
5	Applications Software and Personal Computers	3	0	3
6	Word Processing • Principles • Sample software	12	0	12
7	Spreadsheets • Principles • Sample software	12	0	12
8	File Managers • Principles • Sample software	10	0	10
				54

OUT OF CLASS ASSIGNMENTS

1   written and hands-on computer activities (e.g. using word and excel for specific tasks);
2   online activity based projects or research projects (e.g. researching current computer trends and current problems with computing technology.)

METHODS OF EVALUATION

1   quizzes;
2   lab assignments;
3   midterm examinations;
4   final examination; written, application, and performance.

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☑ Discussion

☑ Multimedia

☐ Tutorial

☐ Independent Study

☐ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Computing Essentials 2021	Required	McGraw-Hill Publishing		print	O'Leary, T.	9781260323993	2020