COURSE OUTLINE OF RECORD

Number: CS G101
TITLE: Computer Literacy

ORIGINATOR: Cristian Racataian

EFF TERM: Fall 2018

FORMERLY KNOWN AS: 

DATE OF OUTLINE/REVIEW: 11-21-2017

CROSS LISTED COURSE: 
TOP NO: 0701.00
CID: 

SEMESTER UNITS: 3.0
HRS LEC: 36.0 HRS LAB: 36.0 HRS OTHER: 0.0
CONTACT HRS TOTAL: 72.0
STUDY NON-CONTACT HRS RECOMMENDED: 72.0

CATALOG DESCRIPTION:
This course is designed to provide students with a brief overview of computing concepts and terminology. It will acquaint the student with the social implications of pervasive computer technology in our society. A good course for the student who wants a first experience in computing.

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:

ASSIGNED DISCIPLINES:
Computer science

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[ ] UC/CSU Transferable[X] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: D

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]
Associate of Arts: Liberal Arts: Emphasis in Business and Technology(Associate in Arts)
CERTIFIED BUSINESS PROFESSIONAL: PROFESSIONAL LEGAL SECRETARY CERTIFICATE HOLDERS OPTION(Associate in Arts)
CERTIFIED BUSINESS PROFESSIONAL: PROFESSIONAL LEGAL SECRETARY CERTIFICATE HOLDERS OPTION Retire Fall 19(Associate in Arts)
Floral Design and Shop Management(Associate in Arts)
General Management Option(Certificate of Achievement)
Human Resources Management Option(Certificate of Achievement)
Marketing Management Option(Certificate of Achievement)
Small Business Management Option(Certificate of Achievement)

GE AND TRANSFER REQUIREMENTS MET:
GWC AA GRAD REQ- Computer Competency
COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

2. Evaluate pros/cons of Word Processing and Spreadsheet Software.
3. Compare and contrast various types of computer input devices.
4. Explain the usage of the various components of the system unit.

COURSE OBJECTIVES:
1. Acquire an awareness of computer uses.
2. Become aware of business and math/science computer applications.
3. Better able to determine if he/she has sufficient interest to pursue a course of study.
4. Improve his/her attitude toward computers based on a better understanding of them.
5. Better prepared to deal with the complexities of modern society.
6. Gain hands-on experience and, thereby, learn concepts through applying them.

COURSE CONTENT:

LECTURE CONTENT:

A. Why study computers?
B. Orientation of GWC Computer Science Center for hands-on experience.
   1. Scheduled lab environment and lab usage rules
   2. Tour of labs (IBM and Macintosh)
C. What are computers? Components
   1. Input Devices (Mouse, trackball, joystick, digitizing tablet, touch screen, light pen, etc.)
   2. System Unit (Motherboard, RAM, ROM, system clock, ALU, CPU registers, Buses, expansion slots, etc.)
   3. Output Devices (printers: dot matrix, chain & band, solid-font, ink-jet, laser, page, etc.; display devices: flat panel, data projectors, monitors, plotters, computer output microfilm (COM), voice output, etc.)
   4. Secondary Storage Devices (diskettes, hard disks, removable hard disks, optical disks, RAID cartridge tape devices, solid state devices, mass storage devices, etc.)
   5. Categories of Computers
      a. Personal Computers (hand-held, palmtop, notebook, subnotebook, laptop, pen, personal digital assistant, desktop, tower, work station)
      b. Servers
      c. Minicomputers
      d. Mainframe Computers
      e. Supercomputers
   6. Computer Software
      a. System Software (DOS, Windows, Macintosh OS)
      b. Application Software (word processing, spreadsheets, data base, presentation graphics, data communications, electronic mail, personal information management, project management, integrated software, etc.)
D. What is their influence on society?
   1. Manufacturing & Accounting
   2. Human Resources & Marketing Sales & Service
   3. Research & Engineering d. Office Information Systems
   4. Executive Support Systems
   5. New occupational uses (varies by semester due to new uses)
   6. Additionally see III-B.
E. How can we control them?
   1. Understanding operating systems
   2. Using productivity software
      a. DOS software
      b. Graphic User Interface (GUI)-(Windows, Windows 95, Windows NT, MacOS)
F. What about the future?
   1. Current equipment improvement (changes by semester)
   2. Current software improvements (changes by semester)
   3. Science based lab breakthroughs (changes by week)
G. Programming languages
   1. BASIC
   2. Visual BASIC
   3. Pascal
   4. COBOL
   5. FORTRAN
   6. C++
   7. C#.NET
   8. Java
   9. Python
H. Management Information Systems.
   1. Elements of an Information System
   2. System Development
      a. Life Cycle (analysis, acquisition, customizing; design, development, implementation, maintenance)
      b. Project Management Documentation 9. Curriculum: Potential courses of study at colleges and universities
         i. Samplings of various professional fields using computers for non-majors.
         ii. Samplings of various professional fields within Management Information Systems or Computer Science major field

LABORATORY CONTENT:

Programming languages demo projects:

A. BASIC
B. Visual BASIC
C. Pascal
D. COBOL
E. FORTRAN
F. C++
G. Visual C

METHODS OF INSTRUCTION:

A. Lecture:
B. Lab:
C. Online:
D. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments

1. Students will be assigned multiple chapters from the required books.
2. External material will be made known to students to encourage further studies into specific topics.
3. Various (up-to-date) computer related handouts will be made available to students.

Out-of-class Assignments
Students shall have writing/research assignments consisting of computer application usage, usage descriptions and relevant current topics, as appropriate.

**Writing Assignments**

Students will research texts and periodicals and newscasts for information concerning the impact of computers on society. Each student will select which portion of society at large his/her report will view and discuss the implications to computer usage.

**METHODS OF STUDENT EVALUATION:**

- Midterm Exam
- Final Exam
- Short Quizzes
- Report
- Problem Solving Exercises
- Skills Demonstration

**Demonstration of Critical Thinking:**

Students will complete all lab exercises, reflecting a basic problem solving ability when using computers and various application software and computer operating environments.

**Required Writing, Problem Solving, Skills Demonstration:**

Students will research texts and periodicals and newscasts for information concerning the impact of computers on society. Each student will select which portion of society at large his/her report will view and discuss the implications to computer usage.

**TEXTS, READINGS, AND RESOURCES:**

**TextBooks:**


**Other:**

1. A syllabus, and multiple reference material will be distributed by the instructor.

**LIBRARY:**

- Adequate library resources include:
- Comments:

**Attachments:**

[Attached Files](#)