



## CS1L Course Outline

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<p><b>Lab: Introduction to Computers and CS1L Computer Technology</b></p>	<p><b>2 units 2 hours Lecture 2 hours Laboratory</b></p>
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Covers the fundamentals of information literacy and computer proficiency including the computer aided research process and essential skills in using operating systems, word processing, spreadsheets, e-mail, image manipulation, and presentation software. Instruction is conducted in a computer demonstration lab. Students may complete lab assignments in the Cabrillo Technology Center, or at home if necessary software is available.

**Requisites** Prerequisites:

Co-requisites:

Recommended Preparation: CS 1 (may be taken concurrently) and CABT 106, or previous Cabrillo computer course or equivalent; Eligibility for ENGL 100 and READ 100.

### Core Cabrillo Competencies

#### Learning Outcomes

**Objectives** After successfully completing this course students will be able to:

1. Apply the fundamental principles of using an Internet browser including following links and using search engines.
2. Apply the fundamental principles of using email including reading, sending, replying, forwarding, saving, and using attachments.
3. Apply the fundamental principles of word processing including creating a new document, opening existing documents, copy and paste, formatting, and saving documents.
4. Apply the fundamental principles of using Windows or Macintosh desktop navigation including starting programs, exiting programs, copying files, creating folders, and formatting diskettes.
5. Apply the fundamental principles of spreadsheet software including creating a new document, opening existing documents, copy and paste, formatting, saving documents, formulas and functions and charting.
6. Apply the principles of file compression to the use of a file compression program.
7. Apply the principles of ftp (file transfer protocol) to the use of an ftp program.
8. Compare and contrast common Internet image file types.
9. Apply the principles of images to the use of an image manipulation software package.
10. Apply the principles of presentation software to the use of a presentation software package.
11. Apply the principles of hypertext to the use of web content authoring tools.

12. Identify popular software applications such as database applications.

**Content** 1. Introduce the fundamental principles of using an Internet browser including:

- entering URLs to access a web page
- using links
- using search engines
- usage of the Internet as a research tool
- properly citing information sources and avoiding plagiarism

2. The fundamental principles of using email including:

- create and send email
- read email
- reply and forward email
- create and open attachments
- save email

3. The fundamental principles of word processing including:

- use buttons and dialog boxes; articulate the differences
- create a file
- open an existing file
- save a file and illustrate the difference between "Save" and "Save as"
- print and use print preview
- enter, delete and change text
- change font type, style, and size
- the purpose of basic typefaces
- proper use of bold, italics, underlining
- copy, move, delete blocks of text
- change line spacing
- change paragraph spacing and other properties
- change margins
- proper usage of the spacebar, enter and tab
- use different views such as page layout
- change alignment/justification
- use page breaks
- use headers and footers
- use footnotes
- use "Find" and "Find and Replace"
- use the spell checker and the thesaurus

4. The fundamental principles of using Windows or Macintosh desktop navigation including:

- navigate around the desktop
- use a mouse
- how to manage "windows" including resizing windows
- minimizing and maximizing windows
- using the taskbar (Windows OS) or application menu (Macintosh OS)
- managing multiple windows and multiple programs on one screen
- using menus, dialog boxes, and message boxes
- exploring and finding one's way around desktop
- icons and shortcuts (Windows OS)
- Start button and icons on the desktop (Windows OS)
- starting programs and exiting programs
- how to find on-line "Help"
- how to shutdown the computer

- the differences between data files and application program files
  - the importance of saving data files to your diskettes and how that differs from the local hard disk drive and the server's hard disk drive
  - formatting a floppy diskette
  - copy, move, delete, and rename files
  - backup files
5. The fundamental principles of a spreadsheet including:
- create a file
  - open an existing file
  - save a file and understand the difference between "Save" and "Save as"
  - print and use print preview
  - enter, delete and change information
  - change font type, style, and size
  - use the spell checker and the thesaurus
  - reliability procedures
  - formulas
  - functions
  - relative and absolute addressing
  - differentiating between viewed and actual contents
  - basic charting theory and procedures
6. The fundamental principles of image manipulation including:
- common image file types
  - bitmap representation of images
  - basic drawing tools
  - applying filters and transformations
7. The fundamentals of presentation software including:
- inserting and deleting slides
  - editing slides
  - adding special effects
  - modifying presentation settings
8. The fundamentals of web content authoring
- creating a basic html page
  - inserting images
  - creating hyperlinks
  - transferring web pages via ftp
9. Popular software applications such as common database applications

### **Assignments**

1. Navigate the World Wide Web using an Internet browser: following links and using search engines.
2. Email: read, create, send, reply, forward, save, and include attachments.
3. Operating System: Starting programs, exiting programs, copying files, creating folders, and formatting diskettes.
4. Word process: create new documents, opening existing documents, copy, cut and paste, document formatting, and saving documents.
5. Spreadsheet: create new documents, opening existing documents, copy, cut and paste, document formatting, and saving documents.
6. Presentation: create new documents, opening existing documents, copy, cut and paste, document formatting, and saving documents.
7. Images: create new documents, opening existing documents, copy, cut and paste, document formatting, and saving documents.

1. Complete weekly assignments
2. Read course text
3. Navigate course/instructor website

Students are expected to spend 4 hours in class and 2 hours outside of class.

**Evaluation** Substantial writing requirements are not appropriate for this course. Alternately, students are assessed through demonstrations of problem solving ability.

homework problems

quizzes

exams

class performances

performance exams

multiple choice

true/false

matching items

completion

**Grading** Letter Grade or CR/NC

**Representative** Sebastian, Bonita *Microsoft Office XP Step-by-Step*, Computer Literacy Press, May

**Texts** 2002, 1st, ISBN:1-57426-157-6

Shelly, Gary B. and Cashman, Thomas J. *Microsoft Office XP Brief Concepts and Techniques-Spiral*, Course Technology Thompson Learning, Jul. 2001

ISBN:0-7895-6412-2

**History** Approved 03/17/2004 by Claire Biancalana

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