**LINN BENTON COMMUNITY COLLEGE
CURRICULUM REVIEW: FEBRUARY 5, 2016**

Course Name
CS 120 "Digital Literacy"

Percentage of Materials that are Open Educational Resource
Approximately 100% of course materials have been created by Linn Benton, or Linn Benton has obtained permission through a creative commons license so the material is considered OER.

Course Outcomes and Assessments Used
CS 120 has six learning outcomes:

1. Identify current and future trends in computing and recognize various computing devices and their uses.

2. Identify the parts of a computer and their features and functions and recognize the advantages and limitations of important peripheral devices.

3. Identify and describe the features of desktop and specialized computer operating systems and understand the importance of system utilities, backups, and file management.

4. Explain why the web is important in today's society and why fluency in the tools and language of the Internet is necessary to be an educated consumer, a better student, an informed citizen, and a valuable employee.

5. Understand what a computer network is, identify different types of networks, and recognize threats to security and privacy.

6. Demonstrate the proper use of basic word processing, spreadsheet and presentation software features.

The CS 120 course is divided into credit units. The first credit unit covers how computers work and ways to use them, and includes five modules, with each module assessing competency through testing that requires the student to successfully demonstrate knowledge. In addition, modules have "self-check" points, which are quizzes that contain questions tied to lecture materials.

The first module covers the basics of computers, computer software, operating systems, and applications. The second module covers computer setup and connecting to the Internet. The third module covers the Windows operating system. The fourth module builds off the second module with more detailed curriculum regarding the Internet, email and basic Internet safety. The fifth module covers computer safety, troubleshooting, and online communication. All modules assess the student's knowledge of concepts through applied exercises where students must demonstrate knowledge and skills learned. A final assessment at the end of the five modules comprehensively evaluates the student's competency and understanding of all concepts through a written quiz.

The second credit unit contains three modules, which concentrate on word processing skills. The first module provides an introduction to Microsoft Office. The second module focuses on Microsoft Word and producing well-formatted documents. The third module continues the learning of Microsoft Word, including using advanced features. All modules assess the student's knowledge of concepts through exercises that promote the application of relevant Microsoft program features and concepts. A final assessment at the end of the three modules comprehensively evaluates the student's competency and understanding of all concepts through administration of a quiz.

The third credit unit contains four modules, which concentrate on Microsoft Excel and Microsoft PowerPoint. The first module provides an introduction to Microsoft Excel. The second module expands the teaching of Microsoft Excel concepts, including calculations and data analysis. The third module provides an introduction to Microsoft PowerPoint. The fourth module continues the learning of Microsoft PowerPoint, including tools and features. All modules assess the student's knowledge of concepts through exercises that promote the application of relevant Microsoft Excel and PowerPoint program features and concepts. A final assessment at the end of the four modules comprehensively evaluates the student's competency and understanding of all concepts through administration of a quiz.

All modules have assessments that require the student to demonstrate proficiency of the concepts taught in the modules. Proficiency is demonstrated through application of knowledge utilizing quizzes that include concepts taught in lessons and through exercises. A final assessment at the end of the modules comprehensively evaluates the student's competency and understanding of all concepts through administration of a final quiz.

Teaching Methods
CS 120 is taught online. Teaching methods include the use of readings, lectures and practice exercises that students can conduct on their own time.

Industry Standards and the Course
The CS 120 course is not designed to embed particular industry standards; however, relevant Microsoft Office program concepts, including Word, Excel and PowerPoint are integrated into the curriculum.