

LINN BENTON COMMUNITY COLLEGE  
CURRICULUM REVIEW: JANUARY 22, 2016

**Course Name**

AH 199 “Computer Science (CS) for Medical Professionals”

**Percentage of Materials that are Open Educational Resource**

100% of materials are OER. Linn Benton has provided citations when utilizing images from open source sites.

**Course Outcomes and Assessments Used**

AH 199 has seven stated course outcomes:

1. Manage and manipulate windows in a graphical user interface (MS Windows 7 & 8.1).
2. Create well-formatted documents in both desktop and cloud-based word processor applications (MS Word and Google Doc).
3. Create functional spreadsheets in both desktop and cloud-based spreadsheet applications (MS Excel and Google Sheets).
4. Utilize cloud-based email and calendaring applications (Gmail and Calendar).
5. Demonstrate the ability to transform documents from one form to another (paper to electronic, text to PDF, image to PDF).
6. Consolidate multiple documents and document types into a single PDF.
7. Demonstrate data security and protection of encryption privileged information (Basic PC Security and encryption MS Office docs with password).

The AH 199 course is divided into credit units. The first credit unit contains three modules, with each module assessing competency through testing that requires the student to successfully complete a battery of activities. The first module is Computer Basics and assesses the student’s knowledge of basic computer operations. The second module is Working with Windows and assesses the student’s knowledge of the Windows operating system and its basic interface with computer programs. The third module focuses on data security and basic privacy techniques.

All three modules have assessments that interactively require the student to demonstrate proficiency of the concepts taught in the modules. A final assessment at the end of the three modules comprehensively evaluates the student’s competency and understanding of all concepts. The student must score at least 75% on the final credit unit quiz to pass this part of the course.

The second credit unit contains two modules, with each module assessing competency through testing that requires the student to successfully complete a battery of activities. The first module covers the use of various Google tools and how to convert files into Microsoft Word and assesses the student’s ability to functionally operate in these program environments. The second module focuses on .pdf files and how to create utilize them and assesses the student’s ability to functionally perform various .pdf operations.

Both modules have assessments that interactively require the student to demonstrate proficiency of the concepts taught in the modules. A final assessment at the end of the two modules comprehensively evaluates the student’s competency and understanding of all concepts. The student must score at least 75% on the final credit unit quiz to pass this part of the course.

### **Teaching Methods**

AH 199 is taught online. Teaching methods include the use of videos, articles and practice exercises that students can conduct on their own time.

### **Industry Standards and the Course**

The AH 199 course embeds principles standard to using Microsoft, Google and Adobe Acrobat programs and program features.