

Course Information

Course Title	Introduction to Computing
Course Prefix, Num. and Title	COSC 1301 – Introduction to Computing
Division	Technology & Business
Department	Computer Science
Course Type	Academic General Education Course (from ACGM, but not WCJC Core)
Course Catalog Description	Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. (These courses are no longer cross-listed as BCIS 1301 and 1401).
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:2:2
Lab/Other Hours	
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	2
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

- Computer and Internet Basics
- Computer Hardware and Software
- Getting Started with Windows
- File Management with Windows
- Using Web Browser such as IE
- Create/Edit documents with Word
- Format text, paragraphs and documents using Word
- Create/Modify a presentation using PowerPoint
- Insert Objects into PowerPoint
- Add transitions, design templates to PowerPoint presentation
- Create formulas and functions using Excel
- Format an Excel Worksheet
- Create a chart in Excel
- Create/Edit a database using Access
- Build a query in Access

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

- Define/Identify basic hardware components of computer systems
- Define/Identify basic software components of computer systems
- Perform basic Word processing tasks using Word
- Perform basic Presentation graphics tasks using PowerPoint:
- Perform basic Spreadsheet operations using Excel
- Perform basic Database management tasks using Access

Methods of Assessment:

All outcomes will be assessed by one or more of the following:

Assignments
Projects
Tests
Teamwork Project
Final Exam

Required text(s), optional text(s) and/or materials to be supplied by the student:

- **Computer Concepts and Microsoft Office 2013: Illustrated, 1st Edition w/Office 2013 and SAM 2013** by June Jamrich Parsons, Dan Oja, David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, and Elizabeth Eisner Reding; Course Technology/Cengage Learning; 2014; 978-1-305-12149 or current version.
- USB Flash Drive

Suggested Course Maximum:

15

List any specific or physical requirements beyond a typical classroom required to teach the course.

A computer for each student running Windows 7 client operating system and Microsoft Office (Word, Excel, Power Point, and Access-current version) with an Internet connection. A computer and data projector are needed for the instructor.

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

This course has an on-line component for training and exams that requires a voucher to access (the voucher and Windows version of Microsoft Office is packaged with the textbook). This course covers the Windows operating system and current Windows version of Microsoft Office. Therefore, a Macintosh cannot be used for this course in the online environment.

There is a teamwork project which consists of 4 parts and requires the students to work together as a group. The group members are assigned by the instructor.

Concepts Review (22-24)	5-10%
SAM Training (22-24)	10-15%
Assignments & Projects (8-10)	15-30%
Teamwork Project (1 w/ 4 parts)	5-10%
Tests (6)	30%
Final Exam	<u>10%</u>
	100%

Grading System

100-90 = A

89-80 = B

79-70 = C

69-60 = D

and below = F

Curriculum Checklist:

Administrative General Education Course (from ACGM, but not in WCJC Core) – No additional documents needed.

Administrative WCJC Core Course. Attach the Core Curriculum Review Forms

- Critical Thinking
- Communication
- Empirical & Quantitative Skills
- Teamwork
- Social Responsibility
- Personal Responsibility

WECM Course -If needed, revise the Program SCANS Matrix and Competencies Checklist