

Administrative Master Syllabus

Course Information

Course Title	Introduction to Computing
Course Prefix, Num. and Title	COSC 1301 Introduction to Computing
Division	Technology and 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, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3:2:2
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
Department Head:	Muna Saqer, Comp Sci and IT&N Program Director	10-26-2023
Division Chair:	David Kucera, Technology & Business Division	10-26-2023
VPI:		



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).

The following topics are introduced to the student in a lecture/lab setting:

- Computer Infrastructure Components:
 - Operating Systems
 - Windows
 - File Management
- Hardware
- Data Communications Systems including:
 - Networks
 - Mobile Devices
 - Cloud
- Types of Software (Apps and Applications) including:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - Microsoft Access
- Security including:
 - Online Security
- Ethics

Course Learning Outcomes:

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

1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain security in a computing environment.

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:

Title: Microsoft Office 365: In Practice, (Latest Edition)

Author: Randy Nordell

Publisher: McGraw Hill

Online Access Code for SIMnet, E-book found within SIMnet, or Combo (Loose-leaf book and access code)



Suggested Course Maximum:

20

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

Computer for each student with 16-GB RAM or higher running
Windows 10 operating system or current version operating system
Microsoft Office 2019 or current version
Color printer

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

Assignments 40-60%
Projects.....30-40%
Exams10-20%

Grade System:

90-100%..... =A
80-89%..... =B
70-79%..... =C
60-69%..... =D
Below 60%..... =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