



**Course Information**

<b>Course Title</b>	Introduction to Computers
<b>Course Prefix, Num. and Title</b>	ITSC 1301 - Introduction to Computers
<b>Division</b>	Technology and Business
<b>Department</b>	Computer Science
<b>Course Type</b>	WECM Course
<b>Course Catalog Description</b>	<p>Overview of computer information systems. Introduces computer hardware, operating systems, software, procedures, and human resources.</p> <p>Includes an introduction to the Internet, word processing, spreadsheets, presentation graphics, and databases; current issues such as the effect of computers on society; 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.</p>
<b>Pre-Requisites</b>	None
<b>Co-Requisites</b>	None

**Semester Credit Hours**

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

**Approval Signatures**

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

## 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:**

Identify the components of a computer system; use common applications; explain the impact of computers on society; identify computer careers; identify fundamental programming structures; identify ethical use of computers; and use basic operating system functions.

#### **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.

The textbook comes with 180 day Trial access to Office 365 and SAM 2013 Assessment, Training and Projects with MindTap Reader. The textbook is a custom publication for WCJC.

- USB Flash Drive

### Suggested Course Maximum:

20

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

A computer for each student running current Windows 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.

### Course Requirements:

Concepts Review (22-24): 10-15%

SAM Training (22-24): 10-20%

Team Projects (1 w/ 4 parts): 5-20%

Assignments & Projects (8-10): 20-40%

Tests (6): 20-40%

Final Exam: 10-20%

### 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