



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – Introduction to Computing

Course Prefix and Number – COSC 1301

Department – Computer Science

Division – Technology & Business

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours #: Lecture Hours #: Lab/Other Hours #: 3:2:2

Equated Pay hours for course - 3

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).

List Lab/ Other Hours
Lab Hours 2
Clinical Hours 0
Practicum Hours 0
Other (list) 0

Prerequisites/Co-requisites - None

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Date: September 14, 2014

Reviewed by Department Head: Donna Schilling

Date: 07-19-2015

Accuracy verified by Division Chair: David Kucera

Date: 8/12/15

Approved by Dean or Vice President of Instruction: Leigh Ann Collins

Date: 3-4-16



I. 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

II. Course Learning Outcomes

Learning Outcomes	Methods of Assessment
<p>Upon successful completion of this course, students will:</p> <ul style="list-style-type: none"> • 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 	<p>All outcomes will be assessed by one or more of the following:</p> <p>Assignments Projects Tests Teamwork Project Final Exam</p>

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by 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

IV. Suggested Course Maximum - 15

V. List any specific spatial 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.

VI. 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

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed
- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:
 - Basic Intellectual Competencies
 - Perspectives
 - Exemplary Educational Objectives
- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.