

COMPUTER SCIENCE 1300 INTRODUCTION TO COMPUTING

Western Texas College

- I. Basic Course Information
 - A. Course description: This course is the study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include but are not limited to the introduction to operating systems, the Internet applications, word processing, spreadsheets, presentations, databases, and HTML basics with emphasis on critical thinking/problem solving. This course is intended for non-business and non-computer science majors.
 - B. Any required prerequisites: None.
- II. Student Learning Outcomes
 - A. The student will create a new online email account. Grading will be measured through sending an email.
 - B. The student will create a ten week weekly online blog project. Grading will be measured through a rubric.
 - C. The student will compare search engines. Student will demonstrate differences in searches using Boolean operators. Grading will be measured with a rubric.
 - D. The student will create a word processing document using different formatting techniques. Grading will be measured through a rubric.
 - E. The student will create a spreadsheet using formatting and formulas. Grading will be measured through a spreadsheet rubric.
 - F. Define computer terminology. Grading will be measured by examination.
- III. Major Course Requirements
 - A. Requirement: There will be a 10 week blog project.
 - B. Requirement: There will be 10 chapter exams.
 - C. Requirement: There will be a final exam over three chapters.
- IV. Information on Books and Other Course Materials
 - A. Book: Computer Concepts Basics Fourth Edition, Wells, 2009 Cengage: ISBN: 1-4239-0462-1
 - B. Software: Must purchase or have access to Microsoft Office 2007.
- V. Other Policies, Procedures and Important Dates are available in the [Catalog](#).
- VI. Course Organization and Schedule
 - A. Weekly Course Schedule

Week Number	Section/Online Work
Week 1	Getting Started Logon instructions and learning Moodle
Week 2	LESSON 1: Computers and Computer Literacy
Week 3	LESSON 2: The Internet and the World Wide Web
Week 4	LESSON 3: The Internet and Research
Week 5	LESSON 4: How a Computer Processes Data and LESSON 5: InPut, Output, and Storage

Week 6	LESSON 6: Operating Systems and Software and LESSON 7: Networks
Week 7	LESSON 8: File Management with Windows Vista
Week 8	LESSON 10: Word Processing
Week 9	LESSON 11: Presentation Graphics
Week 10	LESSON 12: Spreadsheets
Week 11	LESSON 13: Database
Week 12	LESSON 15: Evaluating Electronic Information and LESSON 17: Technology, the Workplace, and Society
Week 13	LESSON 16: Creating a Web Page
Week 14	
Week 15	Dead week
Week 16	Final Exam

Disclaimer: Schedule and content is subject to change at the instructor's discretion.

Last Modified: August 18, 2015