

**COSC 1301  
INTRO TO COMPUTING**

**Western Texas College**

- I. Basic Course Information
  - A. Course Description: Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.
  - B. Required Prerequisite: None
- II. Student Learning Outcomes
  - A. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
  - B. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
  - C. 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.
  - D. Describe the need and ways to maintain security in a computing environment.
- III. Testing Requirements
  - A. The final exam must be proctored. (ask your instructor for more details)
- IV. Major Course Requirements
  - A. Lab Assignments           30%
  - B. Exams                       15%
  - C. Project                     20%
  - D. Final                       35%
- V. Information on Books
  - A. Required Book: Computers Are Your Future, 12th Ed. LaBerta, ISBN-10: 0-13-254494-6
- VI. Other Policies, Procedures and important dates. Please refer to the [WTC Catalog](#) for the following:
  - A. Campus Calendar
  - B. Final Exam Schedule
  - C. How to drop a class
  - D. Withdrawal Information
  - E. Student Conduct/Academic Integrity
  - F. Class Attendance
  - G. Student with disabilities

## Course Content

Chapter 1 Spotlight 1	COMPUTERS AND YOU ETHICS
Chapter 2	INSIDE THE SYSTEM UNIT
	Exam week
Chapter 3 Spotlight 2	INPUT/OUTPUT & STORAGE FILE MANAGEMENT
Chapter 4 Spotlight 3	SYSTEM SOFTWARE BUYING & UPGRADING YOUR COMPUTER SYSTEM
Chapter 5 Spotlight 4	APPLICATION SOFTWARE WEB 2.0
	Exam week
Chapter 6 Spotlight 5	THE INTERNET & THE WORLD WIDE WEB CLOUD COMPUTING
Chapter 7	NETWORKS: COMMUNICATING & SHARING RESOURCES
	Exam week and video assignments
Chapter 8 Spotlight 6	WIRED & WIRELESS COMMUNICATION DIGITAL LIFE
Chapter 9	PRIVACY, CRIME, & SECURITY
Chapter 11	Project
Review	
Final	

\*\*\*Disclaimer: Assignments due to change by instructor

Last Modified: October 9, 2017