EICC COURSE DEVELOPMENT MODEL (CDM)

CATALOG COURSE NUMBER: CSC-112
COURSE TITLE: Computer Fundamentals for Technicians I/A
Originating College: ❑CCC ❑MCC ☑SCC   Effective Term/Year: Spring 2015
Initiating Faculty Member: Bradley McConnell   Initiating Department Coordinator: Bradley McConnell

Reason for submission: Check all that apply
❑New Course   If yes, type of course:
   ❑**A&S**
     To be considered for General Education? ❑ Yes ❑ No Category:
     To be part of an A & S Concentration? ❑ Yes ❑ No Concentration:
   ❑**CTE** Program Title: ❑Required ☑Elective
❑General Education or Program Review   ❑Reactivation of an inactive course   ❑Making course inactive
❑Changing course; please explain:
☑Other; please explain: Keep course current based on new technology

Contact Hours/Distribution of Contact Hours

Lecture Hours		**Lab Hours**		**Clinical Hours**		**Coop Hours**	
Hours per Week:	1.00	Hours per Week:	2.00	Hours per Week:	0	Hours per Week:	0
Number of Weeks:	16.50	Number of Weeks:	16.50	Number of Weeks:	16.50	Number of Weeks:	16.50

***Note: If offering a course for the full fall or spring semester, the number of weeks is 16.5**

Total Lecture Hrs:	19.80	Total Lab Hrs:	39.60	Total Clinical Hrs:	0	Total Coop Hrs:	0

Semester Hours Credit: 2.00   if variable credit, give range:
Allow repeat* for credit: ❑Yes ☑No
If yes, total course repeats allowed: If yes, total credits:
*Note that repeat for credit means a student can pass the course and then repeat it for additional credit. An internship course is an example of a course that could be set up as repeatable for additional credit

Course or courses this CDM replaces, if any: None

CATALOG COURSE DESCRIPTION: CSC-112 is a basic computer class developed around the Windows operating system and Microsoft Office Suite of software. Specifically, Word and Excel. Students will learn to use Windows Explorer to create folders and manage files. Students will also use Word to create documents containing graphics and bulleted lists as well as use styles and themes to add character to documents. Word will also be used to create research documents based on the MLA style of writing documentation. Using Excel students will create spreadsheets containing formulas and graphs or charts. Spreadsheet formatting is also covered. During this learning process students will be required to access the Internet to navigate web pages and download files needed for assignments. These files will be extracted to folders created on flash drives or other storage devices.

RECOMMENDED ENTRY LEVEL SKILLS/KNOWLEDGE: Some computer knowledge is helpful but not required.

PRE-REQUISITE COURSES

CCN#	COURSE TITLE

CO-REQUISITE COURSES

CCN#	COURSE TITLE

In general it is expected that source material will be dated within 5 years of this CDM date. If all materials/ textbooks cited above are older than this, please explain:

GENERAL COURSE GOALS
Upon successful completion of this course the student should be able to:

Use Windows 7 to work with computer data, applications and devices.
Use Windows Explorer to manage files.
Use Microsoft Word to create and edit various types of documents.
Use Microsoft Excel to create and edit spreadsheets.

TOPICAL OUTLINE

1. Introduction to the Windows 7 operating system.
2. Creating, formatting, and editing a Word document with a picture.
3. Creating a research paper with references and sources.
4. Creating a worksheet and a chart.
5. Creating formulas, functions, and formatting in Excel.

COURSE OBJECTIVES
Upon successful completion of the course, a student should be able to:
1. Introduction to the Windows 7 Operating System.
   a. Recognize the need for a computer operating system.
   b. Create files and file folders.
   c. Organize files and file folders.
   d. Identify specific computer devices.
   e. Operate software applications.
2. Creating, formatting, and editing a Word document with a picture.
   a. Create text in a Word document.
   b. Evaluate spelling and grammar for correctness in a document.
   c. Use Word to format text and pictures in a document.
3. Creating a research paper with references and sources.
   a. Describe the MLA documentation style for research papers.
   b. Apply various formatting to documents.
   c. Create citations and sources in a research paper.
   d. Edit citations and sources in a research paper.
   e. Create a bibliographical list of sources.
4. Creating a worksheet and a chart.
   a. Describe the Excel worksheet.
   b. Create text and numbers in Excel.
   c. Create a simple function in a worksheet.
   d. Create a chart.
5. Evaluate a worksheet for correctness.
6. Creating formulas, functions, and formatting in Excel.
   a. Create formulas using multiple methods.
   b. Formulate various functions in Excel.
   c. Evaluate formulas in Excel.
   d. Apply formatting to worksheets.

RECOMMENDED METHODS OF INSTRUCTION: *Check all appropriate methods of instruction to facilitate student learning of course objectives.*

- ☐Case Studies
- ☑Computer lab work

- ☑Class Discussions
- ☐Computer-assisted tools

▫Computer-assisted writing	▫Conducting experiments
☑Demonstration or modeling	▫Electronic interaction
▫Field observation	▫Field trips
▫Guest speaker	▫Guided practice
▫In-class writing or editing workshops	▫Journals
▫Lecture	▫Library instruction and resources
▫Model building	▫Peer review
▫Readings	▫Role play
▫Service learning	▫Simulation
▫Student and instructor conferences	▫Student collaborative learning
▫Student presentation	☑Student projects
☑Tests or quizzes	▫Worksheets/surveys
☑Writing assignments/exercises (graded or not)	
▫Other (please list specifics):	

RECOMMENDED EVALUATION METHODS: *Check all appropriate methods of evaluation to assess student achievement of course objectives.*

▫Class workshops	▫Classroom discussions/participation
▫Collaborative work	☑Demonstration of skill(s)
▫Individual conferences	▫Journals
▫Laboratory reports	▫Oral presentations
▫Portfolios	▫Pretest/Posttest
☑Quizzes	▫Reading responses
▫Student presentations	☑Student projects
☑Tests	▫Writing Assignments
▫Other (please list specifics):	

ATTENDANCE: Policies on attendance will be formulated by the instructor and communicated to the students on the course syllabus.

ACADEMIC DISHONESTY: Policies on academic dishonesty can be found in the EICC student code of conduct published in the student handbook.

CDM CREATION/REVIEW/REVISION INFORMATION	
Originally Written by:	Date:
Department Chair, Comments, & Date:	
Does similar curriculum exist at other EICC Colleges? ▫CCC ▫MCC ▫SCC ▫No	
If yes, Counterparts Consulted, College, Comments & Date:	

CDM Review or Revision Date:	
Faculty member(s) & College:	
Does similar curriculum exist at other EICC Colleges? ▫CCC ▫MCC ▫SCC ▫No	
Changes made to course which will require further review steps:	
▫ Making course inactive ▫ Credit hours ▫ Contact hours ▫ Course Description	

❏ 25% or more of course objectives ❏ Other minor revisions or no revisions
Dean Review, Comments & Date:
If changes made require further review and approval:
College Curriculum Committee Sign-off & Date:
IC Review Subcommittee Sign-off & Date:
Instructional Council Approval: