

EICC COURSE DEVELOPMENT MODEL (CDM)

CATALOG COURSE NUMBER: CSC-113

COURSE TITLE: Computer Fundamentals for Technicians I/B

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: This course is being updated to reflect new operating system and application software release.

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-113 is a basic computer class developed to follow CSC-112, Computer Fundamentals for Technicians I/A. Developed around the Windows operating system and Microsoft Office 2013 the emphasis of this course will be the use of Microsoft Access and PowerPoint. Knowledge and skills gained from CSC-112 will be put to practice and students will use Microsoft Access to create and edit database information. Using Access (Database Management System) students will create database information as well as add, change, or delete data from it. Queries, questions, and forms will also be created. PowerPoint will also be used allowing to students to learn to create powerful and dynamic professional presentations.

RECOMMENDED ENTRY LEVEL SKILLS/KNOWLEDGE: Some basic knowledge of computers is helpful, but not required.

PRE-REQUISITE COURSES

CCN#	COURSE TITLE
CSC 112	Computer Fundamentals for Technicians I/A

CO-REQUISITE COURSES

CCN#	COURSE TITLE

PUBLISHED MATERIAL(S) USED FOR CDM DEVELOPMENT: Vermaat, Misty. Microsoft Office 2013 Brief. Boston, MA:Cengage Learning, 2014. Print.

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 Operation System to work with computer data, applications, and devices.
- Use Microsoft Access to create, edit and query various databases.
- Use Microsoft PowerPoint to create dynamic and professional looking presentations.

TOPICAL OUTLINE

1. Databases and Database Objects: An Introduction
2. Querying a Database
3. Creating and Editing a Presentation with Pictures
4. Enhancing a Presentation with Pictures, Shapes, and Word Art

COURSE OBJECTIVES

Upon successful completion of the course, a student should be able to:

1. Databases and Database Objects: An Introduction.
 - a. Describe the features of the Access window.
 - b. Create tables in datasheet and design view.
 - c. Create a query.
 - d. Use a query
 - e. Design a database based on custom requirements.
2. Querying a Database.
 - a. Create queries using design view.
 - b. Create a parameter query.
 - c. Export query data to another application.
3. Creating and Editing a Presentation with Pictures.
 - a. Create a PowerPoint presentation.
 - b. Add pictures to a presentation.
 - c. Integrate a transition into a presentation.
4. Enhancing a Presentation with Pictures, Shapes, and Word Art.
 - a. Insert pictures into a presentation.
 - b. Format pictures in a presentation.
 - c. Apply effects to shapes.
 - d. Create Word Art.
 - e. Format Word Art.
 - f. Analyze the presentation for spelling and grammar errors.

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Case Studies | | <input checked="" type="checkbox"/> Class Discussions |
| <input checked="" type="checkbox"/> Computer lab work | | <input type="checkbox"/> Computer-assisted tools |
| <input type="checkbox"/> Computer-assisted writing | | <input type="checkbox"/> Conducting experiments |
| <input checked="" type="checkbox"/> Demonstration or modeling | | <input type="checkbox"/> Electronic interaction |
| <input type="checkbox"/> Field observation | | <input type="checkbox"/> Field trips |
| <input type="checkbox"/> Guest speaker | | <input type="checkbox"/> Guided practice |
| <input type="checkbox"/> In-class writing or editing workshops | | <input type="checkbox"/> Journals |
| <input type="checkbox"/> Lecture | | <input type="checkbox"/> Library instruction and resources |

- | | |
|---|---|
| <input type="checkbox"/> Model building | <input type="checkbox"/> Peer review |
| <input type="checkbox"/> Readings | <input type="checkbox"/> Role play |
| <input type="checkbox"/> Service learning | <input type="checkbox"/> Simulation |
| <input type="checkbox"/> Student and instructor conferences | <input type="checkbox"/> Student collaborative learning |
| <input type="checkbox"/> Student presentation | <input checked="" type="checkbox"/> Student projects |
| <input checked="" type="checkbox"/> Tests or quizzes | <input type="checkbox"/> Worksheets/surveys |
| <input checked="" type="checkbox"/> Writing assignments/exercises (graded or not) | |
| <input type="checkbox"/> Other (please list specifics): | |

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

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|---|---|
| <input type="checkbox"/> Class workshops | <input type="checkbox"/> Classroom discussions/participation |
| <input type="checkbox"/> Collaborative work | <input checked="" type="checkbox"/> Demonstration of skill(s) |
| <input type="checkbox"/> Individual conferences | <input type="checkbox"/> Journals |
| <input type="checkbox"/> Laboratory reports | <input type="checkbox"/> Oral presentations |
| <input type="checkbox"/> Portfolios | <input type="checkbox"/> Pretest/Posttest |
| <input checked="" type="checkbox"/> Quizzes | <input type="checkbox"/> Reading responses |
| <input type="checkbox"/> Student presentations | <input checked="" type="checkbox"/> Student projects |
| <input checked="" type="checkbox"/> Tests | <input type="checkbox"/> Writing Assignments |
| <input type="checkbox"/> 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: