Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. Computer Science  COURSE NUMBER: CSCI 1102

NUMBER OF CREDITS: 3

COURSE TITLE: Introduction to Microcomputers

CATALOG DESCRIPTION: Provides an overview of computer information processing with the primary emphasis on the microcomputer. Students learn and apply the basic elements of word processing, spreadsheets and document integration. Also introduces the basic concepts of graphics, telecommunications, the Internet and computer programming.

AUDIENCE: Likely to be offered as instructor led, web-enhanced, ITV or via the Internet

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: One semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ fall ☒ spring ☒ summer ☐ undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are:
   a. Discuss the relationship among the various hardware and software components of a computer system.
   b. Operate a microcomputer in a “Hands On” mode. This includes working with the operating system and using several of the most widely used utilities and applications.
   c. Discuss the evolution of computers within the broad categories of: personal computers, handheld computers, Internet appliances, Mid-range computers, servers, Mainframes and Supercomputers.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a) Gain an understanding of the kinds of problems that application software is best suited to solve.
   b) Gain an understanding of the variety of issues to investigate when purchasing, installing and maintaining a personal computer.
3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:

   a) Discuss, define and describe, using current terminology, one’s working knowledge of learning aids and support tools that help students to use personal computers.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:

   “Experiencing a technology threshold that will forever change the way we learn, work, socialize and shop. The computer will affect all of us, and business of every type in ways far more pervasive than most people realize.” Bill Gates, COMPLEX ‘94

TOPICS TO BE COVERED:

COURSE LEARNING OUTCOMES (GENERAL):
The course will present introductory components of design and development using Office Applications as well as complete several projects, quiz and perhaps test per application. The course will discuss the theory and futuristic trends of the electronic information life cycle; input, process, output, storage, identify hardware and software components and their contribution to the system.

1. The student will be successful in selecting the appropriate Office application or a combination of Office applications to complete a requested task.

2. The student will complete chapter sections of study on theory, which includes lecture, demonstrations, assignments, and a chapter test.

3. The student will complete a chapter of step-by-step instructions for each application of Word, Excel, Access and PowerPoint. Each chapter includes a chapter walk-through project, two to three hands-on projects, a selected case study, and the successful completion of a comprehensive quiz for each of the Office applications of Word, Excel, Access and PowerPoint.

4. The student will successfully use the Internet for research, textbook suggested interactive study and online testing.

5. The student will develop a “My Favorite _______” Web Page or similar project using an application such as Word or PowerPoint to be viewed online or off-line using a popular browser.

6. The student will be exposed to a programming language; ie C++, Visual Basic or Java, and attempt to create/edit, compile and execute a simple program. Related terminology will also be introduced.

STUDENT LEARNING OUTCOMES (SPECIFIC):

1. The student will be successful in selecting the appropriate Office application or a combination of Office applications to complete a requested task.

2. The student will complete chapter sections of study on theory, which includes lecture, demonstrations, assignments, and a chapter test.

3. The student will complete a chapter of step-by-step instructions for each application of Word,
Excel, Access and PowerPoint. Each chapter includes a chapter walk-through project, two to three hands-on projects, a selected case study, and the successful completion of a comprehensive quiz for each of the Office applications of Word, Excel, Access and PowerPoint.

4. The student will successfully use the Internet for research, textbook suggested interactive study and online testing.

5. The student will develop a “My Favorite _______” Web Page or similar project using an application such as Word or PowerPoint to be viewed online or off-line using a popular browser.

6. The student will be exposed to a programming language; ie C++, Visual Basic or Java, and attempt to create/edit, compile and execute a simple program. Related terminology will also be introduced.

LEARNING/TEACHING TECHNIQUES used in the course are:
- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Demonstrations
- Lab
- Problem Solving
- Interactive Lectures
- Individual Coaching
- Films/Videos/Slides
- Other (describe below)

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- Reading
- Oral Presentations
- Textbook Problems
- Group Problems
- Other (describe below)
- Tests
- Worksheets
- Papers
- Term Paper
- Individual Projects
- Collaborative Projects
- Portfolio

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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