MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH

Course Outline

Course Title:	**Introduction to Computers**	**Submitted By:**	**R. Booth**
Semester Course Prefix and Number:	**CSCI 1455**	**Approval Date:**	**January 2003**
Old Quarter Course Prefix and Number:	**CSCI 104**	**Revision Date:**	**February 2002**

Number of Credits:	**3**	**Number of Lecture Credits:**	**3**
Semester(s) Offered:		**Number of Lab Credits:**	
Negotiated Class Size:		**Number of Lab Hours:**	
		Number of Studio/Demonstration/Internship Credits:	

Course Purpose Code:

_____ **0 –** Developmental Courses
_____ **1 –** Non-transferable, General Education
_____ **2 –** Technical course related to career programs
_____ **3 –** College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
__X__ **4 –** Other college course not considered a part of general education (MNTC) e.g. computer science, health, physical education
_____ **5 –** Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements.
_____ **9 –** Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:
This is an introductory course designed to give students a general knowledge of personal computers. It includes fundamental concepts on the design and uses of computers and opportunities for hands-on experience. No previous computer experience is necessary or assumed. Assumed keyboarding skills.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s):	No previous computer experience is necessary or assumed.
Reading Prerequisite:	None
Composition Prerequisite:	None
Mathematics Prerequisite:	None

Career Programs and Transfer Majors Accessing this Course:
Marketing/Management career program

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable: Notes: No more than two goals may be met by any one course. (Curriculum Committee review and the Chief Academic Officer's approval are required).

0. **X** None
6. _____ The Humanities and Fine Arts

1. _____ Communications
2. _____ Critical Thinking
3. _____ Natural Sciences
4. _____ Mathematical/Logical Reasoning
5. _____ History and the Social and Behavioral Sciences
7. _____ Human Diversity
8. _____ Global Perspectives
9. _____ Ethical and Civic Responsibility
10. _____ People and the Environment

Learning outcomes, including any relevant competencies listed in the Minnesota Transfer Curriculum:

Upon completion of this course, the student will be able to:

1. Demonstrate knowledge of the main vocabulary of computers.
2. Demonstrate general knowledge of computer hardware and how a computer works.
3. Explain the basic elements of operating systems, in particular DOS and Windows.
4. Demonstrate the use of word processing, spreadsheet, and database software.
5. Explain the concepts of networking and telecommunications.
6. Discuss the history of computers and a vision for their future including career possibilities and ethical issues.

Student assessment methods:

The student's knowledge and skill will be assessed through concept exams and lab exams as well as lab assignments.

Use of instructional technology (includes software, interactive video and other instructional technologies):

- IBM (or compatible) personal computers.
- An integrated software program (e.g. Microsoft Works.)

Outline of the major course content:

I. Hardware: Input devices, processors, storage devices, output devices, communication devices (modems, fax, network cards)
II. Operating Systems: DOS, Windows, other
III. Application Software: Word Processing, Spreadsheets, Databases, Communication
IV. Information Services: On-line services, Internet, Library search capabilities
V. History: the future, careers, and ethical issues

Additional special information (special fees, directives on hazardous materials, etc.)

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Approvals:

Body	Representative Signatures	Date
Curriculum Committee	Dr. Bonnie K. Edwards	October 10, 2002
Faculty Association	Georgia Suoja	December 16, 2002

Meet and Confer	Jill Peterson	January 25, 2003
Chief Academic Officer	Jill Peterson	January 25, 2003

Distribution: Original – Administrative Office, Library, Learning Center, Records, Student Services, Curriculum Committee Chair