# 8/15/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 2 September 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Introduction to Computer Technology

**BRCC Course Rubric:** CSCI 1013

**Previous Course Rubric**: CSCI 101

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-0-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-0-45

**Louisiana Common Course Number:**

**CIP Code:** 11.0101

**Course Description:** Computing applications in various academic disciplines; topics include hardware, software, word processing, spreadsheets, graphics, database, communications, the Internet, current topics, and a brief introduction to computers and their impact on society. This course is not open to students majoring in Computer Science.

**Prerequisites:**  None

**Co-requisites:** None

**Suggested Enrollment Cap:** 25

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Identify the components of a computer system.

2. Identify various computer systems and computer software concepts.

3. Utilize a web browser to browse and search the internet.

4. Demonstrate skills (create, edit, organize, and visually enhance documents) using four basic software applications incorporated in Microsoft Office.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. A skills or project-based assessment on computer or simulated software will provide the means to evaluate the learning outcomes.

2. Students may perform hands-on scenario tasks that demonstrate proficiency in the learning outcomes.

3. A combination of computer-based (hands-on) application examination and/or project assignment work, and in-class written (non-computer based) examinations.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. An Overview of computers, computer ethics, and computers in our society

II. Introduction to hardware and software

III. Microsoft Word – features, functions, and hands-on

IV. Microsoft Excel – features, functions, and hands-on

V. Microsoft Access – features, functions, and hands-on

VI. Microsoft Power Point – features, functions, and hands-on

VII. Microsoft Integration – features, functions, and hands-on