



WACO, TEXAS

MICROCOMPUTER APPLICATIONS LAB
COSCL 1301
COURSE SYLLABUS

REVISED: 09-10

MICROCOMPUTER APPLICATIONS LAB

COSCL 1301

Course Description:

Provides a survey of microcomputer usages and applications. Includes terminology, applications, hardware, software, and typical microcomputer systems. Provides hands-on exercises including word processing, spreadsheets, database and Internet browsers. Keyboarding skill recommended.. Semester Hours: 0 (2 lab.)

Prerequisites and/or Corequisites:

Co-requisite: COSC 1301

Required Text & Material:

- A. Skills for Success with Microsoft Office 2007. Townsend, Kris, Saddle River, NJ: Pearson Education, Inc., (2009) ISBN: 978-0-13-502456-0.
- B. USB Flash drive recommended 1 GB
- C. MyITLab Software Interface

Course Objectives and/or Competencies:

- A. Course Objectives: Upon successful completion of COSC 1301 Introduction to Microcomputers, the student will be able to use the microcomputer as a tool with common applications such as word processing, spreadsheets, database management and Internet browsers; in a Windows environment.
- B. Course Competencies: Students will be able to:
 - 1. Identify and describe various Windows functions and perform these functions on a computer system.
 - 2. Describe the basic functions in a word processor and perform those functions. Functions include accessing the software, entering data, correcting data, saving, modifying, cut and paste, printing, formatting, searching, find and replace, centering, tabs, margins, templates, spelling and grammar checking,
 - 3. Describe the basic functions of a spreadsheet and perform spreadsheet functions. Functions include accessing the software, loading and saving spreadsheets,

entering and changing numerical values, text data and formulas, moving rows and columns, replicating data, formatting, sorting and selecting data, printing, setting print size and other print options, blanking fields and blocks, analyzing with what it questions and creating charts.

4. Describe the basic functions of a database system and examine basic database operations. Focus is on the concepts of data base management and the capability of data base software. Functions include accessing the system, using a database, adding, changing and deleting data, creating a database, setting up numerical and non-numerical fields, searching a database, sorting, changing the format of a database and printing selected items.
5. Describe the basic functions of an Internet browser and perform basic operations including: printing, saving, navigating, searching, and other basic concepts.
6. Examine OFFICE as integrated software and describe the basic Integration functions of OFFICE.

C. Evaluation

The instructor for COSCL 1301 lab will calculate a numeric grade for the course and communicate that grade to the COSC 1301 lecture instructor. The COSC 1301 lecture instructor is responsible for the student's final grade for the course.

The last exam for COSCL 1301 will be given the week before the designated final exam time and COSCL 1301 lab grades will be delivered to the COSC 1301 lecture instructor before the designated final exam times.

1. Written objective and/or subjective exams
2. Practical laboratory hands-on exams
3. Laboratory hands-on assignments
4. Class discussion and participation
5. Homework and class assignments
6. Ethics and work habits

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with

disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or [msweatt@mclennan.edu](mailto:m sweatt@mclennan.edu).

COSCL - MICROCOMPUTER APPLICATIONS LAB

Course Competencies	Workplace Competencies																		Foundation Skills																	
	Resources				Interpersonal						Information				Systems			Technology			Basic Skills					Thinking Skills					Personal Qualities					
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E
Identify and describe various Windows functions and perform these functions on a computer system.											X	X	X	X	X	X		X	X																	
Describe the basic functions in a word processor and perform those functions. Functions include accessing the software, entering data, correcting data, saving, modifying, cut and paste, printing, formatting, searching, find and replace, centering, tabs, margins, templates, spelling and grammar checking,											X	X	X	X	X	X		X	X																	

Describe the basic functions of a spreadsheet and perform spreadsheet functions. Functions include accessing the software, loading and saving spreadsheets, entering and changing numerical values, text data and formulas, moving rows and columns, replicating data, formatting, sorting and selecting data, printing, setting print size and other print options, blanking fields and blocks, analyzing with what it questions and creating charts.

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