

RANGER COLLEGE
SYLLABUS

COURSE NUMBER AND TITLE: COSC 1401 – Introduction to Computing
CREDIT HOURS: 4 HRS/WK LEC: 3 HRS/WK LAB: 3 LEC/LAB COMB: 6
Instructor: Sandra Cunningham E-Mail: scunningham@rangercollege.edu

I. COURSE DESCRIPTION:

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

II. COURSE CONTENT:

This course is designed to familiarize the student with the computer, especially the microcomputer. The course content will include concepts, terminology, and hands-on experience with computers.

III. REQUIRED BACKGROUND/PREREQUISITES: Keyboarding proficiency

IV. TEXTBOOKS AND MATERIALS (required):

Shelley and Vermaat. *Discovering Computers, Fundamentals*, 2011 Edition; Course Technology
ISBN # 978-1-4390-7945-4

Shelley and Vermaat. *Microsoft Office 2010: Essential*; Course Technology
ISBN # 978-0-538-74870-4

V. METHODS OF INSTRUCTION:

Reading, on-line activities and quizzes, instructor-provided supplementary materials, tests, research, presentation.

VI. EXEMPLARY EDUCATIONAL OBJECTIVES:

INSTITUTIONAL DESIGNATED OPTION (COMPUTER LITERACY) (D)

D1. To use computer-based technology in communicating and acquiring information.

D2. To use computer-based technology in problem solving.

D3. To understand limits, problems, and possibilities associated with the use of computer-based technology.

D4. To understand the evolution and development of computers, and to recognize and adapt to rapid changes in the technology of the present and future.

D5. To develop an understanding of the importance of the ethical use of technology.

BASIC INTELLECTUAL COMPETENCIES:

The Basic Intellectual Competencies listed below are components of a process designed to assist and prepare students for becoming well-educated individuals who are intellectually flexible, articulate, and have the capacity to become responsible and creative members of society. These competencies are included in this course, and they are noted by the following numbering system:

(B2) Writing: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience.

(B3) Speaking: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

(B6) Computer Literacy: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

SCANS SKILLS:

READING:

1.1 locate, understand, interpret written information in prose and in documents as manuals, graphs, schedules

WRITING:

2.1 Communicates written thoughts, ideas, information, and messages

2.2 Create documents as letters, directions, manuals, reports, graphs and flowcharts

RESOURCES:

4.2 Allocates money

INFORMATION:

6.1 Acquires and evaluates information

6.2 Organizes and maintains information

6.3 Interprets and communicates information

6.4 Uses computers to process information

SYSTEMS: UNDERSTANDS COMPLEX INTER-RELATIONSHIPS:

7.1 Understand systems

THINKING SKILLS:

9.5 Knowing how-to-learn

PERSONAL QUALITIES:

10.5 Integrity/honesty –q chooses ethical course of action

LISTENING AND SPEAKING:

11.1 Listen and speak well enough to explain schedules and procedures and work in teams

VII. COURSE OBJECTIVES:

After studying the material presented in this course of study, the student should be able to do the following:

1. Understand the components of a computer including system units, input – output devices, storage devices, and communications devices.
2. Understand the two categories of software including system software comprised, of operating systems and utility programs; and application software.
3. Understand the five categories of computer users – home users, small office-home office users, mobile users, power users, and enterprise users.
4. Understand computer applications in society and how people interact directly with computers in the fields of education, finance, government, health care, manufacturing, publishing, science and travel.
5. Understand the Internet and the World Wide Web including the relationship between the two.

6. Understand data, information, and databases as well as the differences between file processing and database management.
7. Understand computer security and information privacy. More importantly, understand the ethics of information usage and how important it will be in the decades ahead.

VIII. COURSE OUTLINE

Lecture Assignments: (exact due dates will be on Blackboard Web site.)

Week

- 1 Introduction, Syllabus, Chapter 1, "Introduction to Computers"
- 2 Computer History: "Timeline 2011"
- 3 Chapter 2, "The Internet and the World Wide Web"; Making Use of the Web
- 4 Chapter 3, "Application Software"
- 5 LECTURE EXAM #1 (Chap 1-3)
- 6 Chapter 4, "The Components of the System Unit"
- 7 Chapter 5 "Input and Output"
- 8 Chapter 6, "Storage"
- 9 LECTURE EXAM #2 (Chap 4-6)
- 10 Chapter 7, "Operating Systems and Utility Programs";
"Buyers Guide 2011: How to Purchase Computers and Mobile Devices"
- 11 Chapter 8, "Communications and Networks"
- 12 Chapter 10, "Computer Security and Safety, Ethics, and Privacy"
- 13 "Computer Careers and Certification"
- 14 PowerPoint Project
- 15 LECTURE EXAM #3, (Final Exam)

Lab Assignments: (exact due dates will be on Blackboard Web site.)

Week

- 1 Introduction, syllabus
- 2 MS Word -- "Creating and Editing a Word Document" (WD 1 - 53)
- 3 In the Lab #1, (WD 58 - 60)
- 4 In the Lab #2 (WD 60 - 61)
In the Lab #3 (WD 62 - 63)
- 5 WORD PROCESSING COMPETENCY EXAM
- 6 MS Excel – "Creating a Worksheet and Embedded Chart" (EX 1 - 53)

7 In the Lab #1 (EX 58 - 59)

8 Lab #2 (EX 59 - 61)

Lab #3 (EX 61 - 62)

9 Cases and Places #1 (EX 63)

10 SPREADSHEET COMPETENCY EXAM

11 MS PowerPoint – "Creating and Editing a Presentation" (PPT 1 - 54)

12 In the Lab #1 (PPT 59 - 60)

13 In the Lab #2 (PPT 61 - 63)

14 POWER POINT PROJECT

IX. COURSE/CLASSROOM POLICIES:

1. Attendance. Students "attend" class by checking e-mail and the course Web site at least twice a week. Students submit weekly assignments and take required exams.
2. Class Participation. Students are expected to participate in class discussions by using the Discussion Board on the class Web site. Students will read comments posted by the instructor and the other students, and will add comments that would contribute to the class discussion in a meaningful way.
3. Missed Exams/Assignments/Make-up Policy. There will be test dates, and you are asked to make every effort to always take exams on time. Permission to make up work is given on an individual basis. Work may be made up for absences due to authorized College activities. For these types of absences, make-up work is due within two weeks of the absence, and it is the student's responsibility to see that make-up work is completed as soon as possible.
4. Academic Dishonesty. Any student caught cheating on an exam or other assignment may be given an F as the final course grade. Cheating is grounds for dismissal from the course. Students are expected to learn the material in an honest and ethical way.
5. Student Behavior. When the activities of a student disrupts the class in such a manner as to impede the learning process of other class members, the student will be dismissed from the class and reported to the Dean of Students for disciplinary action.
6. Due dates. Assigned work should be completed and submitted to the instructor by the due dates. Some work may be accepted late for extenuating circumstances.
7. Available Support Services. Ranger College Library; Computer Labs in Ranger, Stephenville and Early; Student Services. Access to the Tarleton State University library is available. Contact the Ranger College Stephenville Center to get a Tex-Share library card for the Tarleton library.
8. ADA statement: Ranger College provides a variety of services for students with learning and/or physical disabilities. The student is responsible for making the initial contact with the Ranger College Counselor. It is advisable to make this contact before or immediately after the semester begins.

9. Dual Credit. High School students taking this course for dual credit must check with their High School principal about how this course might affect graduation and/or U.I.L. eligibility.

COMPUTER LAB POLICIES (If you use our lab at Ranger College):

1. Students have an assigned class time to attend the computer lab. Do not interrupt other classes that are in progress in the lab.
2. Absolutely no food, drink or tobacco is allowed in the lab.
3. **VIRUS ALERT!** Do not use the same storage media (disks, CDs, USB drives, etc.) in the lab and on other computers. You must use separate storage if you are allowed to do some of your lab work at home or on any computer that is not in our lab.
4. The computer lab is for class work only. Do not use these computers for entertainment or for personal use.
5. Do not copy, delete, or change any files on the computers in the lab.
6. Do not install any software onto the computers in the lab.
7. Do not download files from the Internet unless instructed to do so by your teacher.

X. ASSESSMENT:

<u>Possible points</u>	<u>Assessment:</u>	<u>Related Course Objectives:</u>
100	Lecture Exam 1 (Chapters 1, 2, 3)	3, 4
100	Lecture Exam 2 (Chapters 4, 5, 6)	1
100	Lecture Exam 3 (Final Exam)	6, 7
100	Lab Exam 1 (Word Processing)	2
100	Lab Exam 2 (Spreadsheet)	2
100	PowerPoint Project	2, 5
100	Lab Weekly Work (10 points each)	2, 5, 6
100	Lecture Weekly Work/Quiz (10 points each)	1,2,3,4,5,6,7
100	Discussion (In Blackboard)	7

Average of the above grades:

A = 90 or higher

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

Important Notes:

1. Students who are absent and unexcused on test day will be given a grade of zero (0). If the student receives permission from the instructor to make up an exam because of extenuating circumstances, arrangements will be made between the student and instructor.

Methods of evaluating achievement of course objectives:

1. **Lecture exams** will be used to gauge your knowledge of the subject, including knowledge of the terminology of the subject matter and comprehension of concepts. The course textbook, handouts, and lecture notes will be used as standards for evaluation of your work on exams. These exams will consist of multiple choice, matching, true/false, short answer, or

discussion questions, or a combination of these. Lecture exams will be either on-line or in person at one of Ranger College's centers. You should check course Web site announcements and Assignments section 2 or 3 times per week in order to know of upcoming lecture exams.

2. **Lab exercises and exams** will be used to evaluate your ability to actually apply knowledge obtained in this course so as to complete computer applications. Your goal should be to produce complete, error-free output within an allotted time frame. Deductions will be made for typographical and logical errors. Lab exams will be either on-line or in person at one of Ranger College's centers. You should check course Web site announcements and Assignments section 2 or 3 times per week in order to know of upcoming lab assignments and exams.

3. You will have weekly quizzes and/or assignments.

XI. Admissions, employment, and program policies of Ranger College are nondiscriminatory in regard to race, creed, color, sex, age, disability, and national origin.

The above schedule and procedures in this course are subject to change in the event of extenuating circumstances.