

**RANGER COLLEGE**  
**SYLLABUS**  
Fall Semester 2010

**COURSE NUMBER AND TITLE:** COSC 1400 – Introduction to Computing  
**CREDIT HOURS:** 4      **HRS/WK LEC:** 3      **HRS/WK LAB:** 3      **LEC/LAB COMB:** 6

Instructor: Van Evans      Office Location: Business Building      E-Mail: [vevans@rangercollege.edu](mailto:vevans@rangercollege.edu)  
Location: Ranger College, Main Campus      Phone: 254-647-3234  
Office Hours:

Monday / Wednesday	Tuesday / Thursday
8:00 - 9:15	Ranger College - Stephenville
2:40 - 3:55	
By special appointment	

**I. COURSE DESCRIPTION:**

Study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include but are not limited to introduction to operating systems, the Internet, word processing, spreadsheets, databases, and programming concepts with emphasis on critical thinking/problem solving. This course is intended for non-Business and non-Computer Science majors.

**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, on line experience with computers.

**III. REQUIRED BACKGROUND/PREREQUISITES:** Keyboarding proficiency

**IV. TEXTBOOKS AND MATERIALS (required):**

Shelley, Cashman, and Vermaat. *Discovering Computers, Fundamentals, 2011 Edition, 2008*; Course Technology  
Shelley, Cashman, and Vermaat. *Microsoft Office 2007: Essential Concepts and Techniques*; Course Technology

**V. METHODS OF INSTRUCTION:**

Lectures, supervised learning online, audio and visual aids, instructor-provided supplementary handout materials, tests, research, presentation to class, and assigned homework.

**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

**VII. 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.

## **VIII. 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 – chooses ethical course of action

### **LISTENING AND SPEAKING:**

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

## **IX. COURSE OBJECTIVES:**

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

1. Define and correctly use computer terminology. (B6)
2. Distinguish among the different types and sizes of computers. (B6)
3. Recognize many of the applications where computers are used today. (Exemplary D4) (B6)
4. Identify characteristics of the evolution of the computer industry, and recognize the impact of computers on society—past, present, and future. (Exemplary D4) (B6)
5. Identify characteristics and demonstrate entry-level proficiency in the use of application software. (Exemplary D2, M4, M7) (SCANS 1.1, 6.4, 9.5) (B6)
6. Identify the components of and describe the operation of a computer system, i.e. system unit, input and output devices, and storage devices. (SCANS 7.1) (B6)
7. Identify characteristics and uses of communications channels and networks. (Exemplary D1) (B6)
8. Identify and demonstrate proficiency in the use of the Internet. (Exemplary D1, D3) (SCANS 6.3, 9.5) (B6)
9. Identify characteristics and demonstrate proficiency in the use of an operating system. (B6)
10. Identify proper methods of purchasing, installing, and maintaining a personal computer system. (Exemplary D3, D4) (SCANS 4.2) (B6)
11. Identify characteristics of widely-used programming languages and programming methodology.
12. Recognize the meaning of flowchart symbols.
13. Execute simple programs in a computer language.
14. Recognize career opportunities related to the information age. (B6)
15. Identify acceptable solutions to ethical, security, and privacy issues that are computer related. (Exemplary D3, D5) (SCANS 10.5) (B6)
16. Demonstrate written communications proficiency by using the computer to create a presentation and written documents. (Exemplary D1, C1, C6) (SCANS 2.1, 2.2, 6.1, 6.2, 6.3, 6.4, 9.5) (B2, B6)
17. Demonstrate oral communications proficiency by making a presentation to the class. (Exemplary D1, C2, C6)

(SCANS 6.1, 6.2, 6.3, 9.5, 11.1) (B3)

**X. COURSE OUTLINE**

<u>WEEK</u>	<u>LECTURE</u>
1	Introduction, Syllabus Chapter 1, "Introduction to Computers"; "Timeline: Milestones in Computer History"
2	Chapter 2, "The Internet and the World Wide Web"; "Making Use of the Web"
3	<b><u>LECTURE EXAM #1 (Chap 1, 2)</u></b>
4	Chapter 4, "The Components of the System Unit"
5	Chapter 5 "Input and Output"
6	<b><u>LECTURE EXAM #2 (Chap 4, 5)</u></b>
7	Chapter 6, "Storage"
8	Chapter 8, "Communications and Networks"
9	<b><u>LECTURE EXAM #3 (Chap 6, 8)</u></b>
10	Chapter 3, "Application Software"
11	Chapter 7, "Operating Systems and Utility Programs"; "Buyers Guide: How to Purchase a Personal Computer"
12	<b><u>LECTURE EXAM #4 (Chap 3, 7)</u></b>
13	Chapter 10, "Computer Security & Safety, Ethics and Privacy"
14	Chapter 11, "Information Systems Development & Programming Languages"
15	<b><u>LECTURE EXAM #5 (Chap 10, 11)</u></b> Make up Exam (Students may make up only one Exam)
	FINAL EXAM

The above schedule and procedures in this course are subject to change in the event of extenuating circumstances. Daily assignments, as well as tests, will include a written component.

<u>WEEK</u>	<u>LAB ASSIGNMENTS</u>
1	Introduction; Policies
2	<i>MS Word</i> -- "Creating and Editing a Word Document" (WD 1 - 62)
3	9/12 In the Lab #1, (WD 67 - 68)
4	9/19 In the Lab #2 (WD 69 - 70) In the Lab #3 (WD 70 - 71)
5	<b>WORD PROCESSING COMPETENCY EXAM</b>
6	<i>MS Excel</i> – "Creating a Worksheet and Embedded Chart" (EX 1 - 69)
7	10/10 In the Lab #1 (EX 74 - 75)
8	10/17 In the Lab #2 (EX 75 – 77)) In the Lab #3 (EX 77 - 79)
9	10/24 Cases and Places #1 (EX 79)
10	<b>SPREADSHEET COMPETENCY EXAM</b>
11	<i>MS PowerPoint</i> – "Creating and Editing a Presentation" (PPT 1 - 65)
12	11/14 In the Lab #1 (PPT 69-71)
13	11/21 In the Lab #2 (PPT 71 - 73)
14	<b>POWER POINT COMPETENCY EXAM</b>
15	Make-Up Day (with permission from instructor)

**BRING BOTH TEXTBOOKS TO ALL CLASSES**

## **XI. COURSE/CLASSROOM POLICIES:**

1. Attendance/Punctuality. Regular and punctual attendance is required of all students. Attendance will be checked at the beginning of each class period. Students coming into class after the roll has been checked will be counted absent.
2. Class Participation. Students are expected to attend all classes and stay for the entire class time. Students should participate in class discussions by asking questions, adding comments that would contribute to the class discussion in a meaningful way, and listening intently to the instructor and to the other students.
3. Missed Exams/Assignments/Make-up Policy. You are strongly encouraged to always take exams on time. The last class day of the semester will be exam make-up day, in which you may make up one exam if your instructor gives you permission to do so. 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. Inappropriate behavior includes: being tardy, leaving the classroom without permission from the instructor, sleeping in class, talking, interrupting the class in any way, and showing disrespect to others. Cell phones, headphones, CD players, etc., are not appropriate in classrooms; therefore, do not bring them to class.
6. Due dates. Assigned work must be completed and submitted to the instructor by the due dates.
7. Available Support Services. Library, Computer Lab, Student Services
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.

## **XII. COMPUTER LAB POLICIES:**

1. Students have an assigned class time to attend the computer lab. Do not interrupt other classes 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. Do not bring **ANY** outside disks or drives into our lab—this includes those used in the library or other classrooms. Do not bring or use CDs or DVDs in the lab—this includes music CDs.
4. Do not take your class diskette(s) from the lab. Your instructor will keep them between class meetings.
5. The computer lab is for class work only. Do not use these computers for entertainment or for personal use.
6. Do not copy, delete, or change any files on the computers in the lab.

7. Do not install any software onto the computers in the lab.
8. Do not download files from the Internet unless instructed to do so by your teacher.
9. All lab users must sign and abide by the “Acceptable Use Policy”.

### **XIII. ASSESSMENT:**

<u>Your points</u>	<u>Possible points</u>	<u>Assessment:</u>	<u>Related Course Objectives:</u>
_____	100	Lecture Exam 1 (Chapters 1, 2)	1,2,3,4,6,8
_____	100	Lecture Exam 2 (Chapters 4, 5)	1, 6
_____	100	Lecture Exam 3 (Chapters 6, 8)	1,3,4,7,8,9,10,15
_____	100	Lecture Exam 4 (Chapters 3, 7)	1,3,4,7,8,9,10,15
_____	100	Lecture Exam 5 (Chapters 10, 11)	1,2,3,4,6,8
_____	100	Lab Exam 1 (Word Processing)	5,9
_____	100	Lab Exam 2 (Spreadsheet)	5,9
_____	100	Lab Exam 3 (PowerPoint)	1,5,8,9,16,17
_____	100	Lab Weekly Work (10 points each)	5,9,16
_____	100	Lecture Weekly Work/Quiz	1,11,12,13
_____	100	Final Exam	1,2,3,4,6,7,8,9,10,11,12,13,14,15

Average of the above grades:

A	=	90 or higher	C	=	70-79
B	=	80-89	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, it should be made up as quickly as possible. The make up must be completed within two (2) weeks of the date of the absence.

#### **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.
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. Maximum score is 10 points. If submitted after due date, maximum score may be 8 points.
3. You will have weekly quizzes and assignments. Maximum score is 10 points. If submitted after due date, maximum score may be 8 points.

### **XIV. NON-DESCRIPTION STATEMENT:**

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

### **XV. RECEIPT OF SYLLABUS FORM:**

(Separate page: required of all students enrolled in a course and signed form filed by instructor – see next page)

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

## Microcomputer Applications

Please print:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Hometown: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### What is your educational goal at Ranger College? (Check one option.)

\_\_\_\_\_ 1. To complete an Associate of Arts or Science degree and transfer to a four-year university.

\_\_\_\_\_ 2. To complete an Associate of Arts or Science degree for employment or personal purposes.

\_\_\_\_\_ 3. To complete courses (but not a degree) to transfer to another college.

\_\_\_\_\_ 4. To complete courses (but not a degree) for employment or personal purposes.

\_\_\_\_\_ 5. To complete an Associate of Applied Science Degree in a Workforce Education program.

(Check which program.):

\_\_\_\_\_ Computer Information Technology

\_\_\_\_\_ Office Technology

\_\_\_\_\_ Welding Technology

\_\_\_\_\_ 6. To earn a one-semester or one-year Certificate of Completion in a Workforce Education program.

(Check which program.):

\_\_\_\_\_ Computer Information Technology

\_\_\_\_\_ Cosmetology

\_\_\_\_\_ Office Technology

\_\_\_\_\_ Vocational Nursing

\_\_\_\_\_ Welding Technology

### Student Understanding

A course syllabus has been given to me. It has been explained to the class and I have been given the opportunity to ask questions about the syllabus. I understand the policies and procedures of the course and I agree to abide by them. It will be my responsibility to be prepared for class.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date