

**LeMoyne-Owen College**  
**Division of Natural and Mathematical Sciences**  
**Introduction to Micro Computers, COSI118**  
**Spring 2012**

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<b>Office Hours:</b>	MWF 9:00 to 10:00 a.m., MW 11:00 a.m. to 1:00 p.m. & TuTh 12:30 to 2:00 p.m.
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**Credit Hours:** 3  
**Prerequisites:** none  
**Class Meeting:** Section A: MWF 10:00 to 10:50 a.m.  
Section B: MWF 1:00 to 1:50 p.m.

## Syllabus

**Texts:** *Microsoft Office 2010: Introductory*, 1<sup>st</sup> Edition, Shelly & Vermaat,  
Publisher: *Course Technology*, ISBN: 9781439078389 / 1439078386

**Supplemental Materials:** N/A

### Course Description:

This course will deal with the following aspects of computer literacy: (1) The history, design, and social impact of computers. (2) Elementary Programming Concepts. (3) The use of various types of application software word processing, spread sheets and data base.

### College Graduate Competencies:

The three college graduate competencies (CGC) that are directly addressed in Intro to Micro Computers are:

1. Think creatively, critically, logically, and analytically using both quantitative and qualitative methods for problem solving;
2. Communicate effectively (listen, speak, read, and write) on formal and informal levels;
8. Maintain levels of literacy that allow them to understand the impact of science and technology on individuals, society, and the environment.

### **General Education/CORE II Competency Levels:**

The college graduate competencies are developed specifically for this course through general education/CORE II competency levels (GEC). By the end of this course, students should have attained proficiency in the following general education competencies:

1. Demonstration of critical and logical skills to understand computer applications (CGC#1)
2. Knowledge of Word, Excel, and PowerPoint (CGC#2)
3. Use of scientific knowledge to understand the workings of the computer (CGC#8)

### **Course Objectives:**

The identified general education/CORE II competencies focus on how students enhance their logical understanding and critical comprehension of computer systems and applications. Therefore, students are expected to show proficiency in the following:

1. Demonstrate understanding of basic concepts of hardware technology, internal operations of computers and the impact of computers on society.
2. Demonstrate understanding of computer applications to critically and logically use these applications to solve problems
  - a. Be able to acquire word processing skills: creating research papers, flyers, resumes, and web page design.
  - b. Be able to create excel spread sheets using formulas, charts to do what-if analysis
  - c. Be able to create power point files to build presentations
  - d. Be familiar with database applications

**Attendance Policy:** In accordance with college policy, classroom attendance is required. The following standard will be applied:

1. If unexcused absences total 15% of the regularly scheduled class meetings, the instructor has the authority to lower the final grade by one letter.
2. If unexcused absences total 20% of the regularly scheduled class meetings, the instructor has the authority to give a failing grade.
3. Five classes of tardiness—arrival to class five minutes after class has begun—will equal one unexcused absence.

**Technology Use:** LeMoyne-Owen College is committed to enhancing student learning through the use of a variety of applicable technologies. In this course, students will use and be exposed to Microsoft Office 2010 which includes Word, Excel, PowerPoint, and Access.

**Demeanor:** Suitable demeanor, posture and attire are required. For guidelines and the dress code, please refer to the 2011/2012 Student Handbook (8-9; 13).

### **Classroom Policies and Procedures:**

The classroom learning experience provides opportunities for faculty and students to engage in interactive exchanges of course content. To facilitate this exchange, the following guidelines are provided:

1. Because each class session covers vital material and information, it is important that students arrive on time to each class session.
2. In order to enhance students' performance and confidence in acquiring the material, it is critical that students come to each class session prepared. This includes bringing to class required texts, supplemental materials, and assigned work, which is provided on the course outline.
3. In order to limit unnecessary distractions which would deter learning, cell phones, multi-media devices, and laptops are required to be turned off or on vibrate when class is in session, except by permission of the faculty.

Faculty reserve the right to apply penalties for noncompliance to either or all of the above guidelines.

### **Assignments and Submission Requirements:**

Four quizzes, Final Written Comprehensive Test, Hands-On Word Tests, Hands-On Excel Tests, and Hands-On PowerPoint Test will be given. There are **no make-up tests** except for a valid document from a doctor; however, a note from home is not acceptable. Homework will be assigned frequently. It has to be sent through the e-mail by the due date and promptly graded and returned. **Duplication of homework** will not be permitted. Duplicated homework as well as the original will be assigned a grade of "F". **Late assignments will receive the following penalties:** 1 day late, minus 10 points; 2 days late, minus 20 points; 3 days late, minus 30 points; ...and so on until zero credit.

### **Policies Related to Students with Disabilities:**

If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please make an appointment with Jean Saul berry, Director of Student Development, as soon as possible at (901) 435-1727. The Student Development Office is located in the Alma C. Hanson Student Center, Room 208.

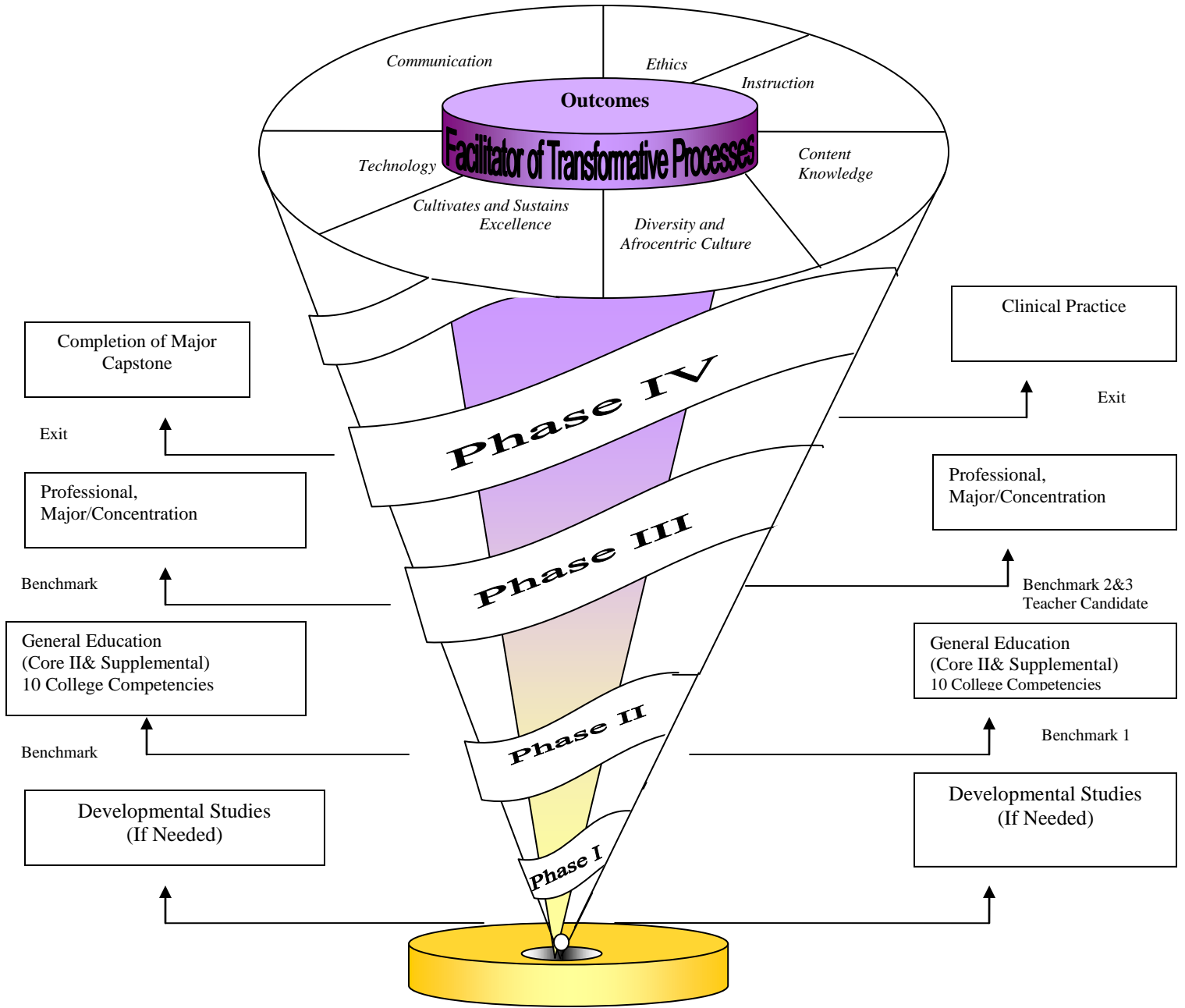
### **Student Performance Evaluation and Grading Scale:**

The course grade will be calculated on the following distribution:		Grades will be recorded in numerical form until the final averages are determined at the end of the semester. <i>Grading Scale</i> will be	
Homework	25%	90 to 100	A,
Quizzes (drop 1)	15%	80 to 89	B,
Hands-On Tests	30%	70 to 79	C,
Final Written Exam	15%	60 to 69	D,
Final Hands-on Tests	15%	others	F.

### **LeMoyne-Owen College Graduate Competencies (CGC)**

#### **LeMoyne-Owen College graduates should be able to:**

1. Think creatively, critically, logically, and analytically using both quantitative and qualitative methods for problem solving;
2. Communicate effectively (listen, speak, read, and write) on formal and informal levels;
3. Distinguish, clarify, and refine personal values for the attainment of richer self-perception and relate those values to the value system of others;
4. Appreciate, understand, and know the foundations of the Afrocentric perspective;
5. Appreciate, understand, and know the foundations of diverse cultures in the context of a global community;
6. Appreciate, understand, now and pursue the principles, methods and subject matter that underlie the major discipline(s);
7. Accept social responsibility and provide service to humankind;
8. Maintain levels of literacy that allow them to understand the impact of science and technology on individuals, society, and the environment;
9. Attain motivational, personal management, interpersonal skills, professional development and research experience, as well as resourcefulness that will form the basis for a career and/or further educational experiences;
10. Attain critical skills, frame of reference, and understanding needed to appreciate and discriminate between artistic achievements.



Student

Teacher Education Pre-Candidate

**The Conceptual Framework Model**  
**Theme: Teacher as a Facilitator of Transformative Processes**

**Introduction to Micro Computers  
Course Outline**

<i>Weeks</i>	<i>Topics</i>	<i>Laboratory Activities</i>	<i>Quizzes or Tests</i>
1	1. Introduction of the course 2. Management of folders 3. Word – Creating and Editing a Word Document	Tour of XP Word Chapter 1	
2	Introduction to Computers: 1. <b>What is a Computer?</b> (Pages COM - 2 to 4) 2. <b>The Components of a Computer :</b> <ul style="list-style-type: none"> <li>• Input Devices (COM - 5 to 7)</li> <li>• System Unit (COM - 8)</li> <li>• Output Devices (COM - 9)</li> </ul> Word – Creating a Research Paper (MLA Documentation Style)	Word Chapter 2	
3	Word – Creating a Resume Using Wizard and a Cover Letter with a Table	Word Chapter 3	Quiz 1 - Jobs on Computer Hardware <ul style="list-style-type: none"> <li>• Input Device</li> <li>• CPU &amp; Memory</li> <li>• Output Device</li> <li>• Storage</li> </ul>
4	Creating a Frame Page Creating Web Pages Scan Pictures Upload Pages	Create a Web-Site	Hands-On Test: Word Test
5 - 6	Introduction to Computers: Storage Devices (COM - 11 to COM - 17) Excel – Creating a Worksheet and an Embedded Chart Excel – Formulas, Functions, and Formatting,	Excel Chapter 1 Excel Chapter 2	Quiz 2 - Storages <ul style="list-style-type: none"> <li>• Difference between Memory &amp; Secondary Storage</li> <li>• Size of Storage</li> <li>• Read, Write, Erase (COM - 15)</li> </ul>
7 - 8	Excel – What-If Analysis, Charting, and Working with Large Worksheets	Grade Project Office Supplies Excel Chapter 3	Hands-On Test: Excel Test
9	Computer Software: <ul style="list-style-type: none"> <li>• System Software (COM - 18)</li> <li>• Application Software (COM - 18)</li> </ul> PowerPoint – Creating & Editing a Presentation with Clip Art	PowerPoint Chapter 1	Quiz 3 - Computer Software <ul style="list-style-type: none"> <li>• System Software Windows XP, UNIX, Apple Mac OS.</li> <li>• Application Software Word, Excel, FrontPage, PowerPoint, Access</li> </ul> Definitions of Hardware and Software.
10	PowerPoint – Enhancing a Presentation with Pictures, Shapes, and WordArt	PowerPoint Chapter 2	

11	PowerPoint – Reusing a Presentation & Adding Media	PowerPoint Chapter 3	Hands-On Test: PowerPoint Test
12	GIS (Geographic Information System) Data	Mapping Data on Residential Properties	
13	Networks and Internet (COM - 21 to 25) Access – Databases and Database Objects: An Introduction	Access Chapter 1	Quiz 4 - Networks and Internet <ul style="list-style-type: none"> <li>• LAN &amp; WAN</li> <li>• e-commerce</li> <li>• ISP and OSP (cable company, telephone company, AOL, MSN)</li> <li>• Web Server</li> <li>• Web Browser (Internet Explorer, Netscape)</li> <li>• Search Engine</li> </ul>
14	Access – Querying a Database	Access Chapter 2	
15	Final Comprehensive Written Exam Word & Excel Hands-On Tests		

**Instructor reserves the right to add or subtract assignments or assessments.**