

**LeMoyne-Owen College**  
**Division of Natural and Mathematical Sciences**  
**Introduction to Micro Computers, COSI118**  
**Spring 2023**

<b>Instructor:</b>	Valerie Chu, Ph.D.
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**Credit Hours:** 3

**Prerequisites:** none

**Class Meeting:** **Section B: M W F 1:00 p.m. to 1:50 p.m.**

## Syllabus

**Texts:** *Illustrated Microsoft Office 365 and Office 2019 Introductory*, 1st Edition, David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding *Publisher:* Cengage Learning, **ISBN:** 0-357-02567-9, **ISBN-13:** 978-0-357-02567-3

### 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 and internal operations of computers.
2. Demonstrate understanding of computer applications to critically and logically use these applications to solve problems
  - a. Be able to acquire word processing skills.
  - 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

**Attendance Policy:** In accordance with college policy, virtual or face to face 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.
4. Students must attend at least 90% of class the session to be considered present.

**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 attend class via Microsoft Teams and be exposed to Microsoft Office 2019 which includes Word, Excel, and PowerPoint.

**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 sign in Teams 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 used for class purposes only. Silence all other devices.

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 will be given for students to demonstrate understanding of basic concepts of hardware technology and internal operations of computers.
- One Hands-On Word Test, one Hands-On Excel Test, and one Hands-On PowerPoint Test will be given for students to demonstrate understanding of computer applications to critically and logically use these applications to solve problems.
  - 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 for students to demonstrate understanding of computer applications. It has to be sent through the e-mail by the due date and promptly graded and returned. **Sending somebody else work** to the instructor will not be permitted. Duplicated homework as well as the original will be assigned a grade of "F". **Late assignments will receive penalties.**

**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.	
Homework	20%	<i>Grading Scale</i> will be	
Quizzes (drop 1)	30%	90 to 100	A,
Hands-on Tests	30%	80 to 89	B,
Final Written Exam	20%	70 to 79	C,
		60 to 69	D,
		others	F.

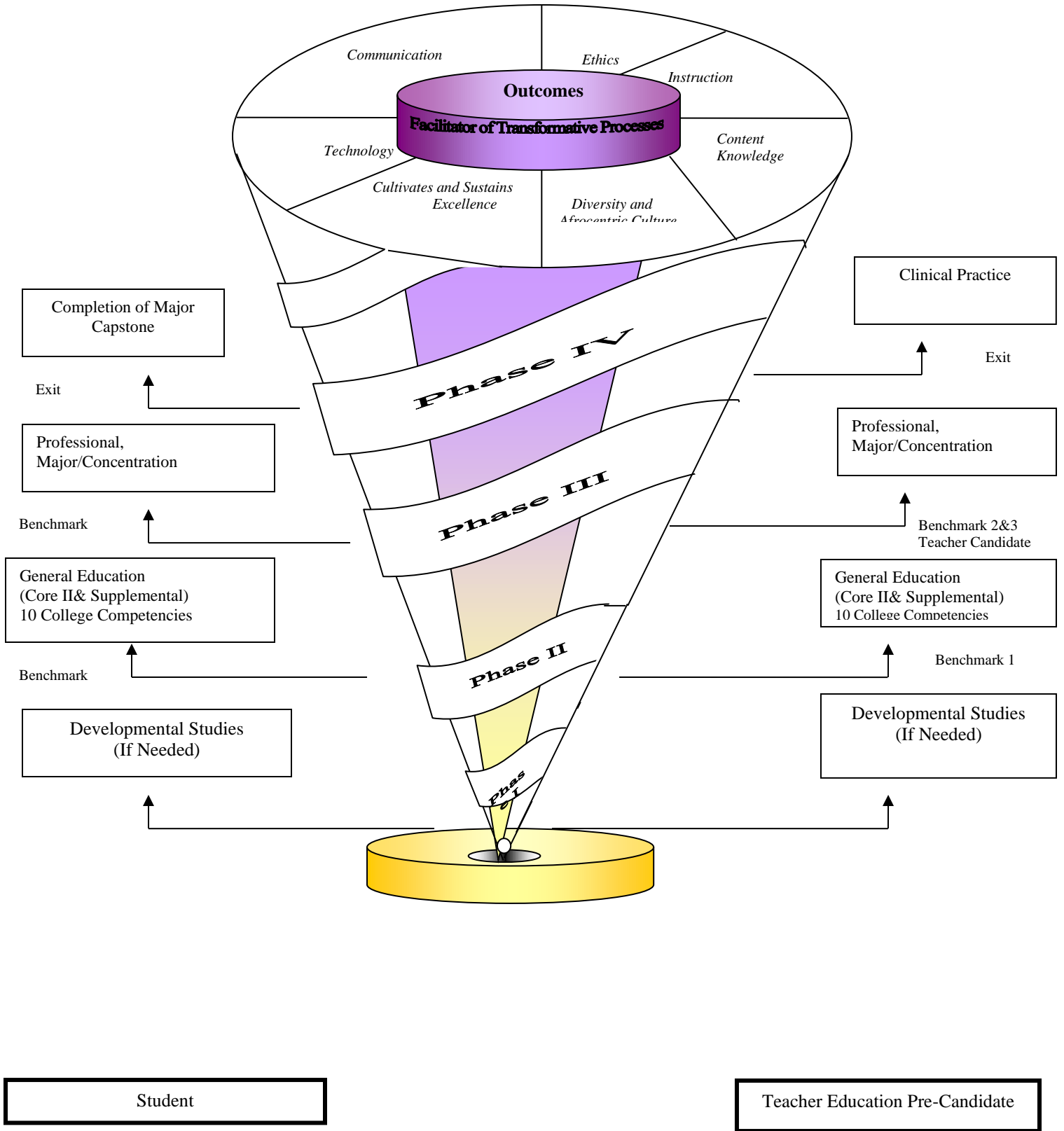
**Policies Related to Students with Disabilities:**

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.

## 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, know 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.



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

**Introduction to Micro Computers  
Course Outline**

<b>Weeks</b>	<b>Topics</b>	<b>Laboratory Activities</b>	<b>Assignments, Quizzes, or Tests</b>
1	1. Introduction of the course 2. Management of folders 3. Winows10 & Office 2019 4. <b>Word</b> - Creating Documents with Word	<b>Word</b> - Module 1	1. Create folders at MS Teams 2. Word Module 1
2	<b>Word</b> - Editing and Formatting Documents	<b>Word</b> - Module 2	<b>Word</b> - Module 2
	<b>Computer Concepts I:</b>  1. A Computer System: <ul style="list-style-type: none"> <li>○ Hardware</li> <li>○ Software</li> </ul> 2. The Components of a Computer: <ul style="list-style-type: none"> <li>○ Input Devices</li> <li>○ Output Devices</li> <li>○ CPU</li> <li>○ Memory</li> <li>○ Storage</li> </ul>	<b>Research Paper</b>	<b>Research Paper</b>
3	<b>Word</b> - Formatting Text and Graphics	<b>Word</b> - Module 3	<b>Word</b> - Module 3 <b>Quiz 1</b>
4	<b>Hands-On Word Test</b>		
5	Introduction to Excel Excel - Getting Started with Excel	<b>Excel</b> Module 0 <b>Excel</b> Module 1	<b>Excel</b> Module 0 <b>Excel</b> Module 1
6	Excel - Formatting a Worksheet Computer Concepts II: Storage Devices	<b>Excel</b> Module 2	<b>Excel</b> Module 2
	Excel - What-If Analysis, If statement, and Charts	<b>Excel</b> Module 2B	<b>Excel</b> Module 2B <b>Quiz 2</b>
7	Excel - Analyzing Data Using Formulas	<b>Excel</b> Module 3	<b>Excel</b> Module 3
	Excel - Working with Charts	<b>Excel</b> Module 4	<b>Excel</b> Module 4
8	Computer Concepts III: 1. Computer Hardware 2. Computer Software:	<b>Hands-On Excel Test Quiz 3</b>	

	<ul style="list-style-type: none"> <li>• System Software</li> <li>• Application Software</li> </ul>		
9	PowerPoint - Creating a Presentation in PowerPoint	<b>PowerPoint</b> Module 1	<b>PowerPoint</b> Module 1 <b>Quiz 4</b>
10	PowerPoint - Modifying a Presentation	<b>PowerPoint</b> Module 2	<b>PowerPoint</b> Module 2
11	PowerPoint - Inserting Objects into a Presentation <b>Computer Concepts IV:</b> Networks and Internet - Security <ul style="list-style-type: none"> <li>• LAN &amp; WAN</li> <li>• e-commerce</li> <li>• ISP (cable, telephone companies)</li> <li>• Web Server</li> <li>• Web Browser</li> <li>• Search Engine</li> </ul>	<b>PowerPoint</b> Module 3	<b>PowerPoint</b> Module 3
12	<b>Hands-On PowerPoint Test</b>		
13-14	<b>Intro to iPad - Numbers</b>		
15	<b>Review and Final Comprehensive Test</b>		

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