Instructor: Jin Zhang, Ph.D.  
Office Room: GOH400E  
Office Phone: (901) 435-1391  
Office Hours: MW: 11 – 12pm, TTh: 9:30 – 11am, 12:30 - 2:30pm, F: 1 - 2pm or by appointment  
Email Address: jinz03@gmail.com  
URL: http://itech.loc.edu/~jzhang  
Credit Hours: 3  
Prerequisites: none  
Class Meeting: Section A: MWF 9:00 a.m. to 9:50 a.m.  
Section B: MWF 10:00 a.m. to 10:50 a.m.  
Section D: TTh 8:00 a.m. to 9:15 a.m.  

Syllabus  

Texts: Microsoft Office 2010: Introductory, 1st Edition, Shelly & Vermaat,  
Publisher: Course Technology,  

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
   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.

Special Notice on Attendance Policy
The U.S Department of Education policies regarding financial aid have become strict on student attendance. It is therefore essential that LeMoyne-Owen College enforce attendance standards in order not to jeopardize the aid for all students. The following policies and procedures will therefore be enforced beginning in January 2013. Students who do not meet the attendance standards, in line with federal requirements, will not receive refund checks and part of their financial aid award may be returned to the
Department of Education. The WF grade will count as an F on the transcript for grade point average (GPA) and hours attempted purposes.

Attendance Policy and Procedures

1. Students who never attend class (No Shows) during the first fourteen days of class will be purged from the class roster. There will be no academic penalty or impact on the GPA or hours attempted, but if it reduces the hours of enrollment to part-time status, it may have financial aid implications.

2. Students who fail to meet the academic attendance standards and virtually have left a class at the mid-semester mark will receive a grade of WF. These are students in regular 3 credit hour classes who have 8 unexcused absences in a MWF class and/or 6 unexcused absences in a TTH class, and have essentially left the class as of mid-semester. This means that for MWF classes, they have not been in the class 4 or more class meetings in a row ending at the report date, and for TTH classes they have missed 3 or more class days in a row, ending at the report date.

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 will be given for students to demonstrate understanding of basic concepts of hardware technology and internal operations of computers.
- Two Hands-On Word Tests, two Hands-On Excel Tests, 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.
  - A PowerPoint Test is given immediately after the topic has been taught.
  - The first Word or Excel test is given immediately after the topic has been taught.
  - The second Excel hands-on test will be given in the fourteenth week of the semester.
  - During the final exam period, the second Word hands-on test and final written exam 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 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:**

<table>
<thead>
<tr>
<th>The course grade will be calculated on the following distribution:</th>
<th>Grades will be recorded in numerical form until the final averages are determined at the end of the semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework 25%</td>
<td><em>Grading Scale</em> will be</td>
</tr>
<tr>
<td>Quizzes (drop 1) 15%</td>
<td>90 to 100 A,</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Hands-On Word Test 10%</td>
<td>80 to 89 B,</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Hands-On Excel Test 10%</td>
<td>70 to 79 C,</td>
</tr>
<tr>
<td>Hands-On PowerPoint Test 15%</td>
<td>60 to 69 D,</td>
</tr>
<tr>
<td>Final Written Exam 15%</td>
<td>others</td>
</tr>
<tr>
<td>Final Hands-on Word Test 5%</td>
<td>F.</td>
</tr>
<tr>
<td>Final Hands-on Excel Test 5%</td>
<td></td>
</tr>
</tbody>
</table>

The second Word or Excel test score can replace the first Word or Excel test, respectively, if student wish to.
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.
COSI118 Introduction to Micro Computers

LeMoyne-Owen College

Division of Education

The Conceptual Framework Model
Theme: Teacher as a Facilitator of Transformative Processes
# Introduction to Micro Computers

## Course Outline

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Topics</th>
<th>Laboratory Activities</th>
<th>Quizzes or Tests</th>
</tr>
</thead>
</table>
| 1     | 1. Introduction of the course  
2. Management of folders  
3. Word – Creating and Editing a Word Document | Tour of Windows 7  
Word Chapter 1 |  |
| 2     | Introduction to Computers:  
1. What is a Computer? (Pages COM - 2 to 4)  
2. The Components of a Computer:  
   - Input Devices (COM - 5 to 7)  
   - System Unit (COM - 8)  
   - Output Devices (COM - 9)  
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  
   - Input Device  
   - CPU & Memory  
   - Output Device  
   - Storage |
| 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  
   - Difference between Memory & Secondary Storage  
   - Size of Storage  
   - Read, Write, Erase (COM - 15) |
| 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:  
   - System Software (COM - 18)  
   - Application Software (COM - 18) | PowerPoint Chapter 1 | Quiz 3 - Computer Software  
   - System Software  
   - Windows XP, UNIX, Apple Mac OS.  
   - Application Software  
   - Word, Excel, FrontPage, PowerPoint, Access Definitions of Hardware and Software. |
<p>| 10    | PowerPoint – Creating &amp; Editing a Presentation with Clip Art | PowerPoint Chapter 2 |  |
|       | PowerPoint – Enhancing a Presentation with Pictures, Shapes, and WordArt |  |  |</p>
<table>
<thead>
<tr>
<th>11</th>
<th>PowerPoint – Reusing a Presentation &amp; Adding Media</th>
<th>PowerPoint Chapter 3</th>
<th>Hands-On PowerPoint Test</th>
</tr>
</thead>
</table>
| 12 | GIS (Geographic Information System) Data | Mapping Data on Residential Properties | Quiz 4 - Networks and Internet  
- LAN & WAN  
- e-commerce  
- ISP and OSP (cable company, telephone company, AOL, MSN)  
- Web Server  
- Web Browser (Internet Explorer, Netscape)  
- Search Engine |
| 13 | Networks and Internet (COM - 21 to 25)  
Access – Databases and Database Objects: An Introduction | Access Chapter 1 | Excel Hands-On Test |
| 14 | Access – Querying a Database | Access Chapter 2 | Excel Hands-On Test |
| 15 | Final Comprehensive Written Exam  
Word Hands-On Tests | | |

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