

## Introduction to Computing (COSC 1301)



**Credit:** 3 semester credit hours (3 hours lecture)

**Prerequisite/Co-requisite:** None

### 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.

### Required Textbook and Materials

1. *Skills for Success with Microsoft Office 2013* by Kris Townsend, Volume 1, Custom Edition for Lamar Institute of Technology bundled with MyITLab student access code.
  - a. ISBN number is 9781323159736.
2. Access to Word, Excel, Access, and PowerPoint 2013.

***Please wait and come to class before purchasing the book bundle. The best method is the campus bookstores.***

### Course Objectives

Upon completion of this course, the student will be able to:

1. Identify Microsoft Office terminology and concepts.
2. Create word processing documents; format and edit documents.
3. Create spreadsheets with formulas and functions, use formatting features, generate charts, and graphs.
4. Create databases; generate tables, queries, reports, and forms, use formatting features.
5. Create presentations using text, visual and/or sound elements; use effective compositions and style.

### Course Outline

- |   |   |
|---|---|
| A. Software                             | 4. Pretest                                |
| 1. Word, Excel, Access, PowerPoint 2013 | B. Getting Started with Computer Concepts |
| 2. Blackboard website and navigation    | 1. The Computer Is a System               |
| 3. MyITLab website and navigation       | 2. Common Operating Systems               |

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3. Input Devices
  4. Storage Devices
  5. Apps and Applications
  6. Networks
  7. Cloud Computing
  8. Share Files with Others
  9. Office 365
  10. Buying a Computer
- C. Windows 8 Chapter 2
1. Sign In to Windows 8
  2. Work with Store Apps
  3. Create and Save Documents
  4. Search for Applications, Files, and Settings
  5. Download and Unzip Student Data Files
  6. View Files in File Explorer
  7. Search for and Copy Files
  8. Move, Rename, and Delete Files
  9. Personalize the Desktop and Create Snips
  10. Print, Restore Settings, and Sign Out
- D. Internet Explorer Chapter 3
1. Browse from the Start Screen
  2. Browse from the Desktop and Add Favorites
  3. Navigate and Search Websites
  4. Use Accelerators and Search Providers
  5. Manage Browser Tabs
  6. Organize Favorites
  7. Print and Save Web Pages
  8. View and Delete Browsing History
  9. Protect Online Privacy
  10. Manage Pop-ups and Check Website Safety
- E. Create Letters and Memos
1. Type Letter Text
  2. Apply Styles and Set Grammar and Spelling Options
  3. Select and Insert Text
  4. Copy, Cut, and Paste Text
  5. Check Spelling and Grammar
6. Check Writing Style and Insert Synonyms
  7. Use Format Painter
  8. Apply Advanced Font Settings
  9. Create Document Footers
  10. Save Documents as PDF Files
- F. Create Business Reports
1. Find and Replace Text
  2. Insert and Modify Footnotes
  3. Add Sources
  4. Insert Citations and Bibliographies
  5. Format Bulleted and Numbered Lists
  6. Set Paragraph Indents
  7. Modify Line and Paragraph Spacing
  8. Set Line and Page Break Options and Modify Styles
  9. View Multiple Pages and Set Margins
  10. Create Custom Headers and Footers
- G. Create Flyers
1. Insert Text and Pictures from Files
  2. Resize and Align Pictures
  3. Apply Picture Styles and Artistic Effects
  4. Set Tab Stops
  5. Type Tabbed Lists
  6. Apply Table Styles
  7. Create Tables
  8. Delete and Add Table Rows and Columns
  9. Format Text in Table Cells
  10. Format Tables
- H. Create Newsletters and Mail Merge Documents
1. Modify Themes and Create Columns
  2. Modify Margins and Columns
  3. Apply Text Effects
  4. Create Styles
  5. Add Borders and Shading to Paragraphs and Pages
  6. Insert and Adjust Online Pictures
  7. Insert SmartArt
  8. Format SmartArt

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9. Create Labels Using Mail Merge
  10. Preview and Print Mail Merge Documents
- I. Create Workbooks with Excel 2013
1. Create and Save Workbooks
  2. Enter Data and Merge and Center Titles
  3. Construct Addition and Subtraction Formulas
  4. Construct Multiplication and Division Formulas
  5. Adjust Column Widths and Apply Cell Styles
  6. Insert the SUM Function
  7. AutoFill Formulas and Data
  8. Format, Edit, and Check Spelling
  9. Insert Footers and Adjust Page Settings
  10. Display Formulas and Print Worksheets
- J. Insert Summary Functions and Create Charts
1. Align and Wrap Text
  2. Apply Absolute Cell References
  3. Format Numbers
  4. Insert the AVERAGE Function
  5. Insert the MIN and MAX Functions
  6. Create Column Charts
  7. Format Column Charts
  8. Create and Format Pie Charts
  9. Update Charts and Insert WordArt
  10. Preview and Print Multiple Worksheets
- K. Manage Multiple Worksheets
1. Organize Worksheet Tabs
  2. Enter and Format Dates
  3. Clear Cell Contents and Formats
  4. Move Cell Contents and Use Paste Options
  5. Enter Data in Grouped Worksheets
  6. Insert Multiple Math Operators in Formulas
  7. Format Grouped Worksheets
  8. Insert, Hide, Delete, and Move Worksheets
9. Create Summary Worksheets
  10. Create Clustered Bar Charts
- L. Create Database Tables
1. Create Databases
  2. Create Tables in Datasheet View
  3. Enter Data in Datasheets
  4. Create Tables in Design View
  5. Relate Tables
  6. Enter Data in Related Tables
  7. Import Data into Tables
  8. Filter and Sort Datasheets
  9. Format Datasheets
  10. Preview and Print Datasheets
- M. Create Reports
1. Build Queries for Reports
  2. Use Report Tool to Create Reports
  3. Format Reports
  4. Add Totals to Reports
  5. Preview and Print Reports
  6. Use Blank Report Tool to Create Reports
  7. Group and Sort Reports
  8. Modify Report Layouts
  9. Filter Reports
  10. Create Label Reports
- N. Getting Started with PowerPoint 2013
1. Open, View, and Save Presentations
  2. Edit and Replace Text
  3. Format Slide Text
  4. Check Spelling and Use the Thesaurus
  5. Insert Slides and Modify Slide Layouts
  6. Insert and Format Pictures
  7. Organize Slides in Slide Sorter View
  8. Apply Slide Transitions and View Slide Shows
  9. Insert Headers and Footers and Print Handouts
  10. Add Notes Pages and Use Presenter View
- O. Format a Presentation
1. Create New Presentations

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2. Change Themes and Variants
  3. Change Font Colors and Effects
  4. Format Slide Backgrounds with Fill
  5. Add Pictures and Textures to Slide Backgrounds
  6. Format Text with WordArt
  7. Change Character Spacing
  8. Modify Bulleted and Numbered Lists
  9. Move and Copy Text and Objects
  10. Use Format Painter and Clear All Formatting
- P. Enhance Presentations with Graphics
1. Insert Slides from Other Presentations
  2. Insert, Size, and Move Online Pictures
  3. Modify Picture Shapes, Borders, and Effects
  4. Insert, Size, and Move Shapes
  5. Add Text to Shapes and Insert Text Boxes
  6. Apply Gradient Fills and Group and Align Graphics
7. Convert Text to SmartArt Graphics and Add Shapes
  8. Modify SmartArt Layouts, Colors, and Styles
  9. Insert Video Files
  10. Apply Video Styles and Adjust Videos
- Q. Present Data Using Tables, Charts, and Animation
1. Insert Tables
  2. Modify Table Layouts
  3. Apply Table Styles
  4. Insert Column Charts
  5. Edit and Format Charts
  6. Insert Pie Charts
  7. Apply Animation Entrance and Change Duration
  8. Modify Animation Timing and Use Animation Painter
  9. Delay or Remove Animation
  10. Navigate Slide Shows

**Grade Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

**Course Evaluation**

Final grades will be calculated according to the following criteria:

1. Daily work	50%
2. Applications Exams	25%
3. Final (Comprehensive)	25%

**Course Requirements**

1. Purchase required materials including MyITLab access code and book material.
2. Submit assignments by the due date and time posted in the website.
3. Create and submit files in Word, Excel, Access, and PowerPoint 2013.
4. Use MyITLab to submit all assignments.

**Course Policies**

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1. No food, drinks, use of tobacco products, or electronic smoking devices in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. Students should turn assignments in by the posted due date and time.
5. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
6. Exams will be closed book/note and will test information in assigned chapters and material discussed in class. Exams are timed. Be sure to have enough time to complete an exam before starting it.
7. Exams. Students that miss an exam are not allowed to make up the test. Students that miss a test will receive a grade of '0'.
8. Grades will be posted under the Grades icon on the MyITLab class web site.
9. If you need to contact the instructor, you may leave a voice mail or e-mail in Blackboard, MyITLab (preferred) or the instructor's LIT e-mail. Your call or e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday. If leaving a voice mail, be sure to leave a phone number that can be understood.
10. All assignments will be completed using either MyITLab. Assignment may NOT be submitted via email. All due dates will be posted on the MyITLab websites.
11. The MyITLab access code is mandatory. A student not acquiring these mandatory materials will not be able to PASS this course because 100 % of the material MUST be completed in MyITLab.
12. Data files can be located inside MyITLab on the publisher's resource website.
13. Additional class policies as defined by the individual course instructor.

### **Disabilities Statement**

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

## Course Schedule

Refer to MyITLab for actual assignments and due dates

Week of	Topic	Reference
Week 1	Course introduction and policies Pre Test, MyITLab, Blackboard Review each type of assignment	
Week 2	Technology Fundamentals Chapter 1: Getting Started with Computer Concepts Technology Fundamentals Chapter 2: Getting Started with Windows 8	pp. 2-22 pp. 30-50
Week 3	Technology Fundamentals Chapter 3: Browse with Internet Explorer Technology Fundamentals Exam Word Chapter 1: Create Letters and Memos	pp. 58-78 pp. 116-136
Week 4	Word Chapter 2: Create Business Reports	pp. 150-170
Week 5	Word Chapter 3: Create Flyers	pp. 184-204
Week 6	Word Chapter 4: Create Newsletters and Mail Merge Documents Word Application Exam	pp. 218-238
Week 7	Excel Chapter 1: Create Workbooks with Excel 2013	pp. 272-292
Week 8	Excel Chapter 2: Insert Summary Functions Create Charts	pp. 3060-326
Week 9	Excel Chapter 3: Manage Multiple Worksheets Excel Applications Exam	pp. 340-360
Week 10	Access Chapter 1: Create Databases Tables	pp. 430-450
Week 11	Access Chapter 4: Create Reports Access Applications Exam	pp. 532-552
Week 12	PowerPoint Chapter 1: Getting Started with PowerPoint 2013	pp. 584-604
Week 13	PowerPoint Chapter 2: Format a Presentation	pp. 618-638
Week 14	PowerPoint Chapter 3: Enhance Presentations with Graphics	pp. 652-672
Week 15	PowerPoint Chapter 4 – Present Data Using Tables, Charts and Animation	pp. 686-706
Week 16	Final Exam	

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