June 26, 2006

METROPOLITAN STATE COLLEGE *of* DENVER
Office of Academic Affairs

REGULAR COURSE SYLLABUS

School of: Letters, Arts, and Sciences

Department: Mathematical and Computer Sciences

CIP Code: 11.9999

Prefix & Course Number: CSS 1010   **Crosslisted With*: _____**

Course Title: Introduction to Computers

Check All That Apply: Required for Major: _____   Required for Minor: _____   Specified Elective: _____
Required for Concentration: _____   Elective: _____   Service Course: _X_

Credit Hours: _3_ (_3_ + _0_)

Total Contact Hours per semester (assuming 15-16 week semester):

Lecture _45_   Lab _0_   Internship _0_   Practicum _0_ Other (please specify type and hours):_0_

Schedule Type(s): Lecture **Grading Mode(s):** Letter

Variable Topics Courses (list restrictions, including the maximum number of hours that can be earned**):
_____

** NOTE: This information must be included in the course description.

Restrictions (Variable Topics Course): _____

Prerequisite(s): none

Corequisite(s): none

Prerequisite(s) or Corequisite(s): _____

Banner Enforced:

Prerequisite(s): _____
Corequisite(s): _____
Prerequisite(s) or Corequisite(s): _____

Catalog Course Description:
This course is designed for students who wish to use a microcomputer in their academic pursuits and their career. The student will learn how to use a personal computer with application software featuring word processing, spreadsheets, file management, graphics, electronic communications, and thesaurus/spelling checker. This course also reviews the historical, societal, ethical, and technological aspects of computers. Credit will be granted for only one prefix: CSS or CIS.

APPROVED:

Ruth G. Yavar _____ _6-27-06_
Department Curriculum Committee   Date

D. Jim Boyd _____ _6/28/06_
Department Chair/Institute Director   Date

Dal Tansy _____ _12/6/06_
Dean   Date

Linda S. Curran _____ _2/12/07_
Associate VP, Academic Affairs   Date

*If crosslisted, attach completed Course Crosslisting Agreement Form

Required Reading and Other Materials will be equivalent to:
Beekman, George and Quinn, Michael J., <u>Computer Confluence: Tomorrow's Technology and You</u>, 7th edition, Pearson Prentice Hall, 2006

Grauer and Barber, <u>Exploring Microsoft Office 2003 – Volume I</u>, Prentice Hall, 2004

Specific, *Measurable* **Student Behavioral Learning Objectives:**
Upon completion of this course the student should be able to (format: 1, a, i, ii, etc.):
1. Operate a computer;
2. perform typical interactive operations using the operating system command language;
3. create and develop a file of formatted text using a word processing program;
4. create and develop a spreadsheet using a spreadsheet program;
5. create and develop, and access a simple database using a database program;
6. utilize spelling checkers, and a thesaurus;
7. create and develop typical graphical representation of data from a spreadsheet and /or a database;
8. describe the hardware, software, and concepts required for data communications;
9. describe typical computer hardware configurations;
10. discuss the history and capabilities of the modern computer;
11. determine the kinds of problems for which application software is best suited.

Detailed Outline of Course Content (Major Topics and Subtopics):

I.   INTRODUCING PERSONAL COMPUTERS
     a. An Overview of Computers
     b. What is a Computer System
     c. What is Hardware
     d. What is Software
     e. Types of Compute Systems
     f. Using a Computer
II. COMPUTERS AND PROBLEM SOLVING
     a. Problem Solving
     b. Computer as Problem-solving Tools
     c. The Problem-solving Process
     d. Variations on Problem Solving
III. INTRODUCING WORD PROCESSING
     a. Word Processing and Problem Solving
     b. Some Word Processing Basics
     c. Experimenting With Word Processing
     d. Writing a Simple Letter
IV. WORKING WITH WORD PROCESSING
     a. Writing the First Draft
     b. Writing Additional Drafts
     c. Additional Formatting
     d. Advanced Word Processing Features
     e. Desktop Publishing
V.   INTRODUCING SPREADSHEETS
     a. Spreadsheets & Problem Solving
     b. The Electronic Spreadsheet
     c. A Spreadsheet Problem

VI. WORKING WITH SPREADSHEETS
   a. Spreadsheets and Problems
   b. The Electronic Spreadsheet
   c. Additional Spreadsheet Features

VII. INTRODUCING DATABASE
   a. Database Programs & Problem Solving
   b. A database application
   c. Designing a Database
   d. Entering & Editing Data
   e. Querying for & Sorting Database Data

VIII. WORKING WITH DATABASES
   a. The Database Application Development Process
   b. Generating Reports
   c. Additional Database Features

IX. WORKING WITH CHARTS
   a. Visualizing Numbers
   b. Chart Styles
   c. Building a Chart
   d. Charting From the Database
   e. Printing Charts

X. INTRODUCING COMMUNICATIONS
   a. Communications Basics
   b. Computer Networks
   c. Communication Hardware & Software
   d. Communications Industry Issues

XI. BUYING A PERSONAL COMPUTER
   a. Defining Your Requirements
   b. Information Sources
   c. How to Buy an MS-DOS-based Computer
   d. How to Buy an Apple Macintosh
   e. How to Buy a Home Computer
   f. How to Buy a Portable Computer

Evaluation of Student Performance (format: 1, a, i, ii, etc.):

   1. Completion of assignments using course software and a personal computer
   2. Three regular exams
   3. Final examination