

# COLLEGEWIDE COURSE OUTLINE OF RECORD

## CINS 101, INTRODUCTION TO MICROCOMPUTERS

<b>COURSE TITLE:</b>	Introduction to Microcomputers
<b>COURSE NUMBER:</b>	CINS 101
<b>PREREQUISITES:</b>	Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENG 083 Reading Strategies for College and ENGL 093 Introduction to College Writing, or ENGL 095 Integrated Reading and Writing.
<b>SCHOOL:</b>	Business
<b>PROGRAM:</b>	Office Administration
<b>CREDIT HOURS:</b>	3
<b>CONTACT HOURS:</b>	Lecture: 3
<b>DATE OF LAST REVISION:</b>	Fall, 2013
<b>EFFECTIVE DATE OF THIS REVISION:</b>	Fall, 2014
<b>CATALOG DESCRIPTION:</b>	Introduces the physical components and operation of microcomputers. Focuses on computer literacy and provides hands-on training in four areas of microcomputer application software: word processing, electronic spreadsheets, database management and presentation software. Use of a professional business integrated applications package is emphasized.

**MAJOR COURSE LEARNING OBJECTIVES:** Upon successful completion of this course the student will be expected to:

1. Identify the principle hardware components of a microcomputer and describe their functions.
2. Define basic computer terminology.
3. Explain the relationship of computer hardware and software.
4. Power up a microcomputer and use operating systems utilities to create and manage folders, copy, move, and delete files, and control the operation of the computer.
5. Use word processing application software to perform the following tasks: create and edit text; save and retrieve a document; format, edit, and print a document; center, underline, bold, and indent text; use the search and replace functions; create multi-page documents; use the spell and grammar checker.
6. Use a spreadsheet application software to perform the following tasks: create, save, and print a worksheet; format a worksheet; create simple formulas that include relative and absolute cell references; perform what-if analysis; use basic worksheet functions, such as SUM, AVERAGE, COUNT, MAX, MIN, and IF; and create and format a chart.
7. Use database application software to perform the following tasks: add and delete records in a database; sort and filter records in a database; create queries, forms, and reports in a database.
8. Demonstrate how electronic presentations are created.
9. Discuss how communicating and collaborating over the internet and using office application software and social media can increase global awareness.
10. Demonstrate global awareness using information technology.

**COURSE CONTENT:** Topical areas of study include:

1. Identify hardware Microcomputer operating systems utilities and
2. Computer Hardware and Software files directory
3. Spreadsheet application Computer terminology e.g. social media, smart
4. Database application grid, WWW & Internet
5. Word processing application

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**HOW TO ACCESS THE IVY TECH COMMUNITY COLLEGE LIBRARY:**

The Ivy Tech Library is available to students on- and off-campus, offering full text journals and books and other resources essential for course assignments. Go to <http://www.ivytech.edu/library/> and choose the link for your campus.

**ACADEMIC HONESTY STATEMENT:**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

**CINS 101, INTRODUCTION TO MICROCOMPUTERS**

Fall 2014 Course Syllabus

Dual Credit—Corydon Central High School and IVY TECH

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Day/Date	Quote	Topic	Highlighted Website
9/3 Wednesday	<i>Give a man a fish and he will eat for a day. Teach a man to fish and he will eat for a lifetime.</i>	<b>Word—Week 1-a</b> • Intro to CINS 101 • Task 1	<b>Interactive US map</b> <a href="http://www.sheppardsoftware.com/states_experiment_drag-drop_Intermed_State15s_500.html">http://www.sheppardsoftware.com/states_experiment_drag-drop_Intermed_State15s_500.html</a>
9/8 Monday	<i>I hear and I forget; I see and I remember; I do and I understand. ~Chinese Proverb</i>	<b>Word—Week-b</b> <b>Review Word Menu Bar, Fonts and Symbols</b> <b>Common Shortcuts</b>	
9/10 Wednesday	<b>Teachers are communicators; they review the past, enrich the present, and teach the future.</b>	<b>Word—Week 2-a</b> <b>Review Technology Terminology</b> <b>Review Computer Hardware</b>	
9/15 Monday	<b>Learn from the PAST, Live in the PRESENT, and Plan for the FUTURE</b>	<b>Word—Week 2-b</b> <b>Insert Table, Screen Capture</b>	<b>Video</b> <a href="#">Have You Been Paying Attention</a>
9/17 Wednesday	<i>Children are the most valuable natural resource. ~Herbert Hoover</i>	<b>Word—Week 3-a</b>	You Tube movie (2:58) Women Portraits Of Western Art <a href="http://www.youtube.com/watch?v=DIGCSfDbzCw&amp;mode=related&amp;search=">http://www.youtube.com/watch?v=DIGCSfDbzCw&amp;mode=related&amp;search=</a>
9/22 Monday	<b>There is no failure except in no longer trying. ~Elbert Hubbard</b>	<b>Word—Week 3-b</b>	<b>Video -Billy Joel</b>
9/24 Wednesday	<b>A human being is not, in any proper sense, a human being until he/she is educated. ~Horace Mann</b>	<b>Word—Week 4-a</b>	<b>Video- Van Gogh</b>
9/29 Monday	<b>To teach is to learn. ~Japanese Proverb</b>	<b>Excel—Week 1a</b> <b>Review Excel Menu Bar</b>	
10/1 Wednesday	<b>We need to educate our students for THEIR future, not our past. ~A. C. Clark</b>	<b>Excel—Week 1-b</b> <b>Intro to Application, Columns, Rows</b>	
10/6 Monday	<i>Before you speak, ask yourself: Is it kind, is it necessary, is it true, does it improve on the silence? ~Shirdi Sai Baba, Indian saint</i>	<b>Excel—Week 2-a</b> <b>Excel Word Processing Commands</b>	
10/8 Wednesday	<b>We must become the change we want to see. ~ Mahatma Gandhi ~</b>	<b>Excel—Week 2-b</b> <b>Intro to Charts and Graphs</b>	
10/13 Monday	<b>Teachers open the door, but you enter by yourself. ~Chinese Proverb</b>	<b>Excel—Week 3-a*</b> <b>Excel Functions/Formulas</b>	

10/15 Wednesday	<b>There are three types of people: Those who make things happen; those that watch things happen and those that wonder what happened.</b>	<b>Excel—Week 3-b</b>	
10/20 Monday	<b>Technology can change the way that teachers teach and the way that students learn. Technology integration is all about the content. Technology is the tool which engages students and enhances learning.</b>	<b>Excel—Week 4-a Excel Project</b>	
10/22 Wednesday	<b>Example isn't another way to teach, it is the only way to teach. ~Albert Einstein</b>	<b>PowerPoint -Week 1a</b>	
10/27 Monday	<b>If we teach as we taught yesterday, we rob our children of tomorrow. ~ John Dewey</b>	<b>PowerPoint -Week 1b Insert Sound, Animation, Transition</b>	
10/29 Wednesday	<b>Education is not the filling of a pail, but the lighting of a fire. ~ William Butler Yates</b>	<b>PowerPoint -Week 2a Virtual Field Trip Project Explained, Rubric Given, Topics Selected</b>	
11/3 Monday	<b>Nothing is so strong as gentleness and nothing is so gentle as real strength. ~Ralph W. Sockman</b>	<b>PowerPoint -Week 2b Insert Chart/Graph</b>	
11/5 Wednesday	<b>If all else fails, READ the directions. ~R. W. Emerson</b>	<b>PowerPoint -Week 3a Review-Citing Sources</b>	
11/10 Monday	<b>Yesterday's the past and tomorrow's the future. Today is a gift—which is why it is called the PRESENT. ~ Bill Keane</b>	<b>PowerPoint -Week 3b</b>	
11/12 Wednesday	<b>Do not wait; the time will never be "just right." Start where you stand, and work with whatever tools you may have at your command, and better tools will be found as you go along. - ~Napoleon Hill</b>	<b>PowerPoint -Week 4a*</b>	
11/17 Monday	<b>I am only one; but still I am one. I cannot do everything, but still I can do something; I will not refuse to do something I can do. ~Helen Keller</b>	<b>PowerPoint -Week 4b*</b>	
11/19 Wednesday	<b>Some men see things as they are and ask why? Others dream things that never were and ask, why not? ~G. Bernard Shaw</b>	<b>PowerPoint -Week 5a*</b>	
11/24 Monday	<b>"To laugh often and much; to win the respect of persons and the affection of children... to know that even one life has breathed easier because you have lived...this is to have succeeded." ~R. W. Emerson</b>	<b>PowerPoint -Week 5b Projects Are Due</b>	

11/26 Wednesday	<b>A teacher is one who makes himself/herself progressively unnecessary. ~Thomas Carruthers</b>	<b>PowerPoint Projects Are Due</b>	
12/1 Monday	<b>Technology will not replace teachers, but teachers who use technology will replace those who don't. ~ Ray Clifford</b>	<b>Windows Movie Maker— Week 1-a</b>	
12/3 Wednesday	<b>If you always do what you've always done, You'll always get what you've always got! ~Ed Forman</b>	<b>Windows Movie Maker— Week 1-a</b>	
12/8 Monday	<b>The principle goal of education is to create men and women who are capable of doing new things, not simply repeating what other generations have done. ~ Jean Piaget</b>	<b>Windows Movie Maker— Week 2-a</b>	
12/10 Wednesday	<b>The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires. ~William Arthur Ward</b>	<b>Windows Movie Maker— Week 2-b Final Project Due</b>	