

**CS 140 Introduction to Computers**  
**McGinnis, Jacob**

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**Mission Statement:** The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence, which will prepare learners to think critically, communicate effectively and engage in lifelong learning while serving a global community.

**Vision Statement:** Park University will be a renowned international leader in providing innovative educational opportunities for learners within the global society.

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<b>Course</b>	CS 140 Introduction to Computers
<b>Semester</b>	Portfolio
<b>Faculty</b>	McGinnis, Jacob
<b>Title</b>	Senior Instructor
<b>Degrees/Certificates</b>	BS Electricity/Electronics MS Industrial Management Cisco CCSI 94-100
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<b>Class Days</b>	TBA
<b>Class Time</b>	TBA
<b>Credit Hours</b>	3

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**Textbook:**

Williams, Sawyer, Using Information Technology 6th ed. complete, McGraw-Hill/Irwin, 2005.  
ISBN #007288293X

Textbooks can be purchased through the [MBS bookstore](#)

Textbooks can be purchased through the [Parkville Bookstore](#)

**Lab Requirements:**

1. Coulthard/Hutchinson, Microsoft Office, 2003, Advantage Series lab book ISBN #007283447
2. Triad Interactive SimNet for Office 2003 Enterprise Edition Office Suite. ISBN #0073221171

**Required Software:**

Students must have the following software installed on their computer:  
Windows XP and Office 2003 Student Edition (Word, Excel, PowerPoint)  
Access will be taught using the SimNet module.

This class uses the Microsoft Windows XP Operating System.  
Applications taught: Microsoft Office 2003 (Word, Excel, PowerPoint)  
SimNet for Office 2003 (Office concepts including Access)

**Additional Resources:**

[McAfee Memorial Library](#) - Online information, links, electronic databases and the Online

catalog. Contact the library for further assistance [via email](#) or at 800-270-4347.

**Career Counseling** - The Career Development Center (CDC) provides services for all stages of career development. The mission of the CDC is to provide the career planning tools to ensure a lifetime of career success.

**Park Helpdesk** - If you have forgotten your OPEN ID or Password, or need assistance with your PirateMail account, please email [helpdesk@park.edu](mailto:helpdesk@park.edu) or call 800-927-3024

**Resources for Current Students** - A great place to look for all kinds of information <http://www.park.edu/Current/>.

### **Course Description:**

This course introduces computer concepts, terminology, and applications to enable students to use computers in their environment and career. This class will feature lectures, written assignments, and demonstrations of computer concepts. The lab will concentrate on hands-on computer lab projects using the dominant Windows operating system and Office applications. Software will include Word, Excel, Access, PowerPoint, and Internet browsers. Students will be introduced to the structure and use of personal computer hardware, peripherals, comparison of popular operating systems, recent history of technology and some ethical implications. 3:0:3

### **Educational Philosophy:**

The instructors philosophy is one of interaction and cooperation. The course is based upon readings, practice and exercises designed to improve skills in the utilization of the MS Operating System, the Office Suite of products and the understanding of hardware components and how the components are selected to build a custom personal computer.

### **Learning Outcomes:**

#### **Core Learning Outcomes**

1. List basic computer terminology.
2. Explain the rapid development of computer technology in the last fifty years.
3. Discuss some of the ethical implications of technology and its uses.
4. Describe the main parts of a computer system.
5. Operate a microcomputer.
6. Use the current Windows Operating System.
7. Recognize other Operating Systems (Mac, OS/2, ME, etc.)
8. Use a word processing package to write advanced level term papers, resumes, and business letters.
9. Construct a spreadsheet. (Emphasis on needs of Accounting, Business, Computer Science, and Education students)
10. Create a database. (Emphasis on needs of Computer Science, Education, and Business students.)
11. Prepare a graphics software presentation on a beginning level for use in all future classes.
12. Use the Internet and e-mail accounts on a beginning level.

### **Core Assessment:**

All Park University courses must include a core assessment that measures the relevant Departmental Learning Outcomes. The purpose of this assessment is to determine if

expectations have been met concerning mastery of learning outcomes across all instructional modalities. *The core assessment for this course is a final exam, SimNet CD simulation, and hands-on Office assignments which count for more than 20% of the grade.* Questions on the final exam will be developed to test at least ten of the twelve course core objectives.

[Link to Class Rubric](#)

**Class Assessment:**

Weekly readings, exercises, quizzes and discussion topics make up this class.

**Academic Honesty:**

Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand all sections of this policy relating to standards of conduct and academic life. [Park University 2005-2006 Undergraduate Catalog](#) Page 85-87

**Plagiarism:**

Plagiarism involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper, laboratory report, project, or class assignment (any portion of such) prepared by another person, or incorrect paraphrasing. [Park University 2005-2006 Undergraduate Catalog](#) Page 85-87

**Attendance Policy:**

Instructors are required to maintain attendance records and to report absences via the online attendance reporting system.

1. The instructor may excuse absences for valid reasons, but missed work must be made up within the semester/term of enrollment.
2. Work missed through unexcused absences must also be made up within the semester/term of enrollment, but unexcused absences may carry further penalties.
3. In the event of two consecutive weeks of unexcused absences in a semester/term of enrollment, the student will be administratively withdrawn, resulting in a grade of "WH".
4. A "Contract for Incomplete" will not be issued to a student who has unexcused or excessive absences recorded for a course.
5. Students receiving Military Tuition Assistance or Veterans Administration educational benefits must not exceed three unexcused absences in the semester/term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student.
6. Report of a "F" grade (attendance or academic) resulting from excessive absence for those students who are receiving financial assistance from agencies not mentioned in item 5 above will be reported to the appropriate agency.

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**Disability Guidelines:**

Park University is committed to meeting the needs of all students that meet the criteria for

special assistance. These guidelines are designed to supply directions to students concerning the information necessary to accomplish this goal. It is Park University's policy to comply fully with federal and state law, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, regarding students with disabilities. In the case of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply. Park University is committed to meeting the needs of all learners that meet the criteria for special assistance. These guidelines are designed to supply directions to learners concerning the information necessary to accomplish this goal. It is Park University's policy to comply fully with federal and state law, including Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, regarding learners with disabilities and, to the extent of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply. Additional information concerning Park University's policies and procedures related to disability can be found on the Park University web page: <http://www.park.edu/disability> .

**Additional Information:**

**Rubric**

<b>Competency</b>	<b>Exceeds Expectation (3)</b>	<b>Meets Expectation (2)</b>	<b>Does Not Meet Expectation (1)</b>	<b>No Evidence (0)</b>
<b>Critical Thinking</b>				
<b>Synthesis Outcomes</b> 1, 2, 3, 5, 6, 8, 9, 11,12	Synthesis is demonstrated by the student without prompting to (a) correctly use the current Windows operating system, navigate to a designated Internet web site, complete the five SimNet CD Lesson modules at 90% accuracy or above. The student will (b) correctly answer more than 90% of the questions that require the student to identify basic computer terminology, compare new developments of IT, discuss some ethical implications	Synthesis is demonstrated by the student with one prompt to (a) correctly use the current Windows operating system, navigate to a designated Internet web site, complete the five SimNet CD Lesson modules at 70 to 89% accuracy or above. The student will (b) answer 70 to 89% of the questions that require the student to identify basic computer terminology, compare new developments of IT, discuss some ethical implications	Synthesis is demonstrated by the student with two prompts to (a) use the current Windows operating system, navigate to a designated Internet web site, complete the five SimNet CD Lesson modules at less than 70% accuracy. The student will (b) answer fewer than 70% of the questions that require the student to identify basic computer terminology, compare new developments of IT, discuss some ethical implications	Synthesis is not demonstrated because the student was unable to use the current Windows operating system when provided with more than two prompts and was unable to navigate to the Internet web site. As a result no questions were answered.

	of the use of technology, (c) prepare a word processed artifact, manage data in a spreadsheet, and prepare a presentation.	of the use of technology, (c) prepare a word processed artifact and manage data in a spreadsheet.	of the use of technology, (c) prepare a word processed artifact.	
<b>Analysis Outcomes</b> 1, 2	Demonstrate the student's ability to compare and contrast basic computer terminology and how it has evolved with current technology developments. The student will be able to correctly answer more than 90% of the questions that compare/contrast basic terminology with current technology.	Demonstrates the student's ability to compare and contrast basic computer terminology and how it has evolved with current technology developments. The student will be able to correctly answer 70 to 89% of the questions that compare/contrast basic terminology with current technology.	Demonstrates the student's ability to compare and contrast basic computer terminology and how it has evolved with current technology developments. The student will be able to correctly answer 70 to 89% of the questions that compare/contrast basic terminology with current technology.	Demonstrates the student's ability to differentiate information in an organizational structure. Analysis is not demonstrated by not answering any questions regarding computer development and basic terminology
<b>Evaluation Outcomes</b> 2, 3	Demonstrates the student's ability to understand the relative value of information based on prior knowledge. Evaluation is demonstrated by correctly answering more than 90% of the questions regarding data that involves ethical uses, implications of technology development, and evaluation of Windows and Office concepts.	Demonstrates the student's ability to understand the relative value of information based on prior knowledge. Evaluation is demonstrated by correctly answering 70 to 89% of the questions regarding data that involves ethical uses, implications of technology development, and evaluation of Windows and Office concepts.	Demonstrates the student's ability to judge relative value of information based on prior knowledge. Evaluation is demonstrated by correctly answering fewer than 70% of the questions regarding ethical uses. implications of technology development and evaluation of Windows and Office concepts.	Demonstrates the student's ability to judge relative value of information based on prior knowledge. Evaluation is not demonstrated by correctly answering questions regarding ethical uses and implications of technology development.
<b>Content</b>				
<b>Terminology Outcomes</b> 1, 5	Demonstrates the student's ability to proficiently use	Demonstrates the student's ability to proficiently use	Demonstrates the student's ability to proficiently use	Use of terminology was not

	terminology related to specific course area. Use of terminology is demonstrated by correctly answering more than 90% of the questions regarding computer terminology, and operation of a microcomputer.	terminology related to specific course area. Use of terminology is demonstrated by correctly answering 70 to 89% of the questions regarding computer terminology and operation of a microcomputer.	terminology related to specific course area. Use of terminology is demonstrated by correctly answering fewer than 70% questions regarding computer terminology and operation of a microcomputer.	demonstrated. No questions were attempted or answered.
<b>Concepts Outcomes</b> 4, 7, 8, 9	The student can (a) recognize and articulate concepts relevant to core course topics and (b) construct appropriate artifacts. (a) Recognition and application is demonstrated by correctly answering more than 90% of the questions regarding computer applications and operating systems and (b) constructing three new artifacts in Word, Excel and PowerPoint using the current Windows O/S.	The student can (a) recognize and articulate concepts relevant to core course topics and (b) construct appropriate artifacts. (a) Recognition and application is demonstrated by correctly answering 70 to 89% of the questions regarding computer applications and operating systems and (b) constructing at least two new artifacts in Word, Excel and/or PowerPoint using the current Windows O/S.	The student can (a) recognize and articulate concepts relevant to core course topics and (b) construct appropriate artifacts. (a) Recognition and application is demonstrated by correctly answering fewer than 70% of the questions regarding computer applications and operating systems and (b) constructing one new artifact in Word, Excel and/or PowerPoint using the current Windows O/S.	Recognition and articulation is not demonstrated. The student was unable to answer correctly any questions regarding computer applications and operating systems.
<b>Application Outcomes</b> 8, 9, 10, 11	The student is able to (a) apply three Office Software modules by constructing new artifacts that integrate core course topics using intermediate Word, Excel, and PowerPoint concepts as defined by the Advantage	The student is able to (a) apply two of the three Office Software modules by constructing new artifacts that integrate core course topics using intermediate Word, Excel, and/or PowerPoint concepts as defined by the Advantage	The student is able to a) apply at least one of the Office Software modules by constructing a new artifact that integrates core course topics using basic Word, Excel, and/or PowerPoint concepts as defined by the Advantage textbook. Student	Student is unable to demonstrate ability to use Office software as it relates to core course topics. Student answered none of the questions correctly about Office Software modules and is

	textbook. Student is (b) able to answer more than 90% of test questions about application of Office software concepts. (c) Student is able to score more than 90% on the SimNet Learning Lessons in Word, Excel, PowerPoint and Access.	textbook. Student is (b) able to answer 70 to 89% of test questions about application of Office software concepts. (c) Student will score 70 to 89% on the SimNet Learning Lessons in Word, Excel, PowerPoint and Access.	is (b) able to answer fewer than 70% of the test questions about application of Office software concepts. (c) Student scores less than 70% on the SimNet Learning Lessons in Word, Excel, PowerPoint and Access.	unable to use the applications to construct any required artifacts.
<b>Technical Skills</b>				
<b>Whole Artifact</b> Outcomes 8, 9, 10, 11	The student's ability to (a) recognize and apply accepted methods in using Office Software and (b) construct artifacts Ability is demonstrated by (a) correctly answering more than 90% of the test questions regarding using, constructing, and accepted methods for creating artifacts and (b) preparing three or more artifacts with Office Software demonstrating correct use and choice of applications.	The student's ability to (a) recognize and apply accepted methods in using Office Software and (b) construct artifacts Ability is demonstrated by (a) answering more 70 to 89% of the test questions regarding using, constructing, and accepted methods for creating artifacts and (b) preparing at least two artifacts with Office Software demonstrating correct use and choice of applications.	The student's ability to (a) recognize and apply accepted methods in using Office Software and (b) construct artifacts Ability is demonstrated by (a) answering fewer than 70% of the test questions regarding using, constructing, and accepted methods for creating artifacts and (b) preparing at least one artifact with Office Software demonstrating correct use and choice of application.	The student was unable to (a) answer any of the questions regarding using, constructing, and creating artifacts, and (b) was unable to prepare any artifacts with Office Software.
<b>Component</b> Outcomes 5, 12	Demonstrates student's ability to use accepted methods and standards in performing activities. Ability is demonstrated by	Demonstrates student's ability to use accepted methods and standards in performing activities. Ability is demonstrated by	Demonstrates student's ability to use accepted methods and standards in performing activities. Ability is demonstrated by	Demonstrates student's ability to use accepted methods and standards in performing activities. Student was

	correctly using a microcomputer and Internet to complete all 3 of the required modules in the Office suite in constructing artifacts and completing the SimNet Lessons at 90% or above.	correctly using a microcomputer and Internet to complete 2 of the required modules in the Office suite in constructing artifacts and completing the SimNet Lessons at 70 to 89%.	correctly using a microcomputer and Internet to complete 1 of the required modules in the Office suite in constructing an artifact and completing the SimNet Lessons at 70% or below.	not able to use a microcomputer and Internet to complete any of the required Office modules and the SimNet Lessons were not completed.
<b>M/LL Courses</b> Outcomes 8	The artifact demonstrates student's ability to articulate and communicate concepts and activities Ability is demonstrated by the student producing an original newsletter artifact that demonstrates at least 5 intermediate level word processing concepts as defined by the Advantage textbook and passing the SimNet Word core test at 90% of above.	The artifact demonstrates student's ability to articulate and communicate concepts. Ability is demonstrated by Ability is demonstrated by the student producing an original newsletter artifact that demonstrates at least 3 intermediate level word processing concepts as defined by the Advantage textbook and passing the SimNet Word core test at a 70 to 89% level.	The artifact demonstrates student's ability to articulate and communicate concepts, Ability is demonstrated by the student producing an original newsletter artifact that demonstrates fewer than 3 of the basic level word processing concepts as defined by the Advantage textbook and passing the SimNet Word core test at less than 70%.	The artifact demonstrates the student was unable to articulate and communicate concepts. The student did not produce an artifact and was unable to complete the SimNet Word core test.