College of Science, Mathematics, and Technology
UTB/TSC
CS/CIS Department

COSC 1301 Introduction to Computers

Blanca E. Lozano

CIS Program Director

Course Description

This course is designed to familiarize students with the use of computer systems and various software programs. The course presentation will be from a descriptive introduction to the organization and use of computers in the modern age. Topics will include the organization of computers and their different components. Also included will be the concepts of hardware, software, algorithms, processes, languages, operating systems, database systems, system analysis and design, data communications, multiprocessing and distributed processing.

Texts used

- Technology in Action", introductory 2nd edition by Alan Evans, Kendall Martin and Mary Anne **Poatsy: publishers; Prentice Hall**

- **Go with Microsoft Office 2003 Brief** ", by John Preston, Sally Preston, and Robert Ferrett, Linda Foster-Turpen and Alicia Vargas; **publishers; Prentice Hall**

GRADING

- **You will be given three lecture exams, a lab exam, and a final exam. One lecture exam may be dropped. The final exam will be comprehensive over the entire course.**
- **Exams will count as follows:**

  Two lecture exams 15% each exam (total 30%)

  Lab exam   35%

  Lab assignments   15%
- **Final comprehensive exam 20%**

Expected Competencies

1. Define computer and list the four elements that makeup the computer system.
2. Define hardware and list four parts of the hardware system.
3. Define software and list three types.
4. Discuss why one needs to consider the four computer system components when purchasing a computer system.
5. Compare data and information.
6. Contrast five generations of computer hardware and software.
7. List and compare two data processing methods.
8. Compare microcomputers, minicomputers, mainframe, and supercomputers.
9. Discuss functions of internal features of the microcomputer.
10. Describe common input devices.

Expected Competencies

11. List examples of, and compare impact and non-impact printers and plotters.

12. Compare RAM, ROM, and EPROM.

13. Identify the terms bit, byte, kilobyte, megabyte, gigabyte and address.

14. List and discuss the functions of the CPU components.

15. Discuss Local Area Network topologies.

16. Describe data organization.

17. Describe examples of networking such as electronic mail, voice mail teleconferencing, facsimile technology, electronic fund transfer, and bulletin boards.

18. Format diskettes.

19. Use Windows software to carry out applications

20. Load a wordprocessor into main memory.

Expected Competencies

21. Create, save, and print a document.
22. Format a document.
23. Load a Spreadsheet software package into main memory.
24. Enter labels, number, and formulas into a worksheet.
25. Save and retrieve a worksheet to and from disk.
26. Format and print a range or the entire worksheet.
27. Create, print and save graphs.
28. Create and delete subdirectories.
29. Delete, rename and copy files.
30. Use PowerPoint Software to make a presentation
31. Use the Netscape Composer to develop a WEB page.

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POFI 2431 Desktop Publishing for the Office

Blanca E. Lozano

CIS Program Director

Course Description

In-depth coverage of desktop publishing terminology editing, and use of design principles to create publishing material using word processing desktop features. Emphasis on layout techniques, graphics, and multiple page displays.

Texts used

⓾ CorelDraw for Windows 11 by Steve Schwartz & Phyllis Davis

⓾ Adobe Indesign CS2,Illustrator CS2, and Photoshop CS2 REVEALED by Chris Botello and Elizabeth Eisner Reding

GRADING

- Test 1   Chapters 1-4   10%
- Test 2   Chapters 5-9   10%
- Test 3   Chapters 10-14   10%
- Test 4   Adobe Illustrator and

   Photoshop   10%
- Final Exam   20%
- Projects   40%
- *These percentages can change at the instructor's discretion.*

Software/hardware requirements

- CorelDraw II
- Adobe Photoshop CS2
- Adobe Illustrator CS2

Expected Competencies

1. Draw and work with lines and curves.
2. Draw and work with rectangles, squares, ellipses and circles.
3. Enter and edit text.
4. Merge and import text.
5. Select and deselect objects.
6. Transform object using the stretch, mirror image, skewing and rotation.
7. Transfer objects to and from other applications.
8. Operates the outline and fill color.
9. Cut, copy and paste an object.
10. Produce special effects with text and objects..