

M: Course Objectives / Learning Outcomes

The student will be able to:

1. explain the fundamental concepts of computer hardware and software;
2. analyze a problem, decide whether it can or should be solved by a computer, and provide an appropriate solution;
3. recognize the major components of software applications in the areas of: spreadsheets, database management, graphics, data communications, word processing and desktop publishing;
4. use software packages in word processing, spreadsheet, database management, graphics;
5. issue operating system commands through the Windows environment;
6. recognize the computer information system life-cycle.
7. use web browsers, search engines and e-mail.

N: Course Content:

1. History of computing.
2. Introduction to computer hardware and software.
3. Computers as a tool: Helping people solve problems.
4. Computer technology: Microcomputers, minicomputers, mainframes, supercomputers.
5. Operating system concepts.
6. Numbering systems and computer's internal data representation.
7. Internet and E-mail using a Windows-based graphical user interface.
8. Applications software: development tools, spreadsheets, databases, word processing, graphics, data communications, desktop publishing.
9. Spreadsheet software basics: worksheet environment, entering data/formulas, editing, cell references, recalculating formulas, designing templates, "what if" analysis, graphics.
10. Database software basics: system environment, creating structure, displaying records, sorting records, manipulating records, report generation, query facility.
11. Word processing software basics: system environment, features and functions, editing, formatting, printing options, search/replace and block commands.
12. Internet terminology and use of a Web browser
13. Current topics.

O: Methods of Instruction

Lecture, seminar and hands-on activities in the computer lab and online.

<p>P: Textbooks and Materials to be Purchased by Students</p> <ul style="list-style-type: none"> • Evans, Alan et al. <i>Introductory Technology in Action</i>, current edition. Prentice Hall • Gaskin, Shelley et al. <i>Go! Office 2007 Introductory</i>, current edition, Prentice Hall and supplementary materials packaged with these textbooks. • USB flash drive, minimum 1GB capacity. 												
<p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Assignments (Minimum: 4)</td> <td style="text-align: right;">20% - 30%</td> </tr> <tr> <td>Participation</td> <td style="text-align: right;">0-10%</td> </tr> <tr> <td>Quizzes (1-5)</td> <td style="text-align: right;">10% - 20%</td> </tr> <tr> <td>Midterm Examination(s) or Major Tests (1-5)</td> <td style="text-align: right;">25% - 35%</td> </tr> <tr> <td>Final Examination</td> <td style="text-align: right;"><u>25% - 30%</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Assignments (Minimum: 4)	20% - 30%	Participation	0-10%	Quizzes (1-5)	10% - 20%	Midterm Examination(s) or Major Tests (1-5)	25% - 35%	Final Examination	<u>25% - 30%</u>	Total	<u>100%</u>
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes</p>												

Course Designer(s): Sarah Stephens

Education Council / Curriculum Committee Representative

Dean / Director: Robert Buller

Registrar