

COURSE OUTLINE OF RECORD

Dept., Number	CSC 1306	Course Title	Computer & Its Use I
Semester Hours	3		
Year	2006	URL (if any):	

Current Catalog Description:

This course provides an introduction to the use of digital computers, applications software, I/O devices, storage devices, systems software, software evaluation, and computer ethics. Laboratory sessions include extensive hands-on experience using word processing, database, spreadsheet, and other software used in various fields of study. Laboratory work required.

Textbook:

Textbook: Microsoft Office 2003 - Introductory Concepts and Techniques – Premium Edition, Shelly Cashman Series, Course Technology, 2007, ISBN 1-4188-5931-1

Course Goals:

To provide students with the skills to:

1. Understand the frequently used computer jargon.
2. Have facility in using some of the widely used computer software that is available for microcomputers.
3. Know some sources of information about new software and the relative merits of different software.
4. Know what kinds of applications to use with different types of software packages.
5. Feel sufficiently confident about using computers to tackle the job of learning a new piece of software for a computer at school, home or work.

Prerequisites by Topic: None

Major Topics Covered in the Course (number of weeks):

I	Introduction to Computers, Windows and Microsoft Office	4.5
II	Computer Ethics	1.5
III	Word Processing - Word	6.0
IV	Spreadsheet - Excel	9.0
V	Database Management - Access	9.0
VI	Introduction to Presentation Software - PowerPoint	3.0

Laboratory Projects:

Labs based on tutorials from the text, as assigned by instructor.
Term Projects using Word(2 weeks), Excel (2 weeks), Access or PowerPoint (2 weeks).

Estimate Curriculum Category Content (Semester hours)

Area	Core	Advanced	Area	Core	Advanced
Algorithms			Data Structures		
Software Design			Prog. Languages		
Comp. Arch.					

Oral and Written Communication:

Social and Ethical Issues:

Theoretical Content:

Problem Analysis:

Open-Ended Design: