

## **CSC100 & CCS120: Computer Literacy (3 credit hours)**

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Office Hours: Monday and Weekdays 16:00 to 17:30

Semesters: Spring 2010

Meeting Days: Tuesday and Thursday

### **DESCRIPTION:**

This course is designed to help students become acquainted with the basic concepts related to computers and develop skills in using computers as a useful tool in education, professional activities and personal life. The guideline is based on the globally recognized training and certification program IC3 (Internet and Computing Core Certification). Students will gain knowledge about computer hardware and software through hands-on experience. At the end of this course, students will be able to manage computers on a regular basis and become familiar with the fundamentals of Microsoft Office XP applications, including MS Word, MS Excel, and PowerPoint. Students will also learn how to enrich their communication skills using computer aided presentations, creating and publishing their own webpage, as well as processing simple images.

### **OBJECTIVES:**

Students successfully completing this course will be expected to acquire the following basic skills and competency as a preparation for their academic studies or individual life.

- Understand Computing Fundamentals
- Develop Word Processing Skills
- Produce Excel Worksheets
- Manipulate Data, Formulas and Charts
- Master PowerPoint Presentation Technique
- Understand Communication and Network Concepts
- Create and Publish Webpage
- Process Images

### **TEXT BOOK:**

All in One Guide to **Computer Literacy**

CCI Learning Solutions Inc.

ISBN #: 978-1-55332-117-0

**STUDY MATERIALS:**

IC3 Benchmark and Mentor: <http://www.certiport.com/Portal/desktopdefault.aspx?>

Microsoft Office Online <http://office.microsoft.com/en-us/assistance/>

Discovering Computers 2005, <http://www.scsite.com>

An Educator's Guide to School Network <http://fcit.usf.edu/network/default.htm>

HTML Tutorial <http://www.w3schools.com/html/>

GNU Image Manipulation Program <http://www.gimp.org/>

**ASSESSMENT:**

Student achievement of the stated course objectives will be measured in terms of student performance in the following aspects:

- (1) Assignments and Tests (50%)
- (2) IC3 Benchmark and Mentor (10%)
- (3) Course Project and Presentation (10%)
- (4) Final Examination (20%)
- (5) Course Forum and Class Activity Participation (10%).

**ACADEMIC PREPARATION:**

No prerequisite courses required.

**POLICIES:** All assignments must be completed with no more than 3 class absences to receive a passing grade for this course.

This course will be supported by an online course management system called AIMS. Some issues from classes will be discussed on AIMS forums after class. Students are expected to participate in the forums and give their opinions and comments.

**FORMAT AND ACTIVITIES:**

This course consists of two types of activities: lecture and lab exercise. Lectures will explain key concepts and introduce basic skills. Lab exercises will be carried out during the classes following the lectures. There is a final project as an opportunity for students to use the knowledge and skills to solve problems by themselves.

**SCHEDULE:**

<b>Week 1</b>	Recognizing Computers
<b>Week 2</b>	Identifying Computer Hardware and Basic Troubleshooting Techniques
<b>Week 3</b>	Understanding Computer Software and Operating System
<b>Week 4</b>	Word Processing for Academic Purpose
<b>Week 5</b>	EXCEL – Working with Workbook and Worksheets
<b>Week 6</b>	EXCEL – Functions and Formulas
<b>Week 7</b>	EXCEL – Database and Charts
<b>Week 8</b>	PowerPoint – Presentation Basics
<b>Week 9</b>	PowerPoint – Enhancing the Presentation
<b>Week 10</b>	Networking Fundamentals
<b>Week 11</b>	Using the Internet and World Wide Web
<b>Week 12</b>	Creating and Publishing Web Pages
<b>Week 13</b>	Course Project and Presentations
<b>Week 14</b>	Graphic Processing – Image Manipulation (Paint GIMP)
<b>Week 15</b>	Course Summary and Final Examination