CSC 101 - INTRODUCTION TO COMPUTING

CREDIT HOURS: 3
PREREQUISITES: 2 years of high school algebra or equivalent
Credit not available for students who have taken CSC 121.
May not be taken by business majors.
GRADE REMINDER: Must have a grade of C or better in each prerequisite course.

CATALOG DESCRIPTION

A general study of computer types, capabilities, uses, and limitations. Use of operating systems and application software on a microcomputer. Network environments. Introduction to problem solving using a computer.

PURPOSE OF COURSE

To acquaint students with the capabilities and limitations of different types of digital computers. To provide experience in using a microcomputer as a productivity tool. To provide practice in operating system utilization on microcomputers. To develop competencies in word processing and electronic spreadsheet utilization. To provide experience in using digital resources to locate information. To introduce students to the concept of information literacy. To introduce students to problem solving using a computer.

EDUCATIONAL OBJECTIVES

Upon successful completion of the course, students should be able to:

1. Identify capabilities, limitations and procedures for using computer systems to solve personal, business, and educational problems.
2. Discuss the role of computers in society, business, and education.
3. Use digital resources to gather information.
4. Use a microcomputer operating system.
5. Apply concepts of word processing and document design.
6. Apply concepts of electronic spreadsheet design.

CONTENT HOURS

General Computer Units 3
- Course introduction
- Computer history highlights
- System components
- Input/Output
- Storage
- Computers in society (privacy, security, ethics, professions)

Network Environments 3
- Data communication principles and equipment
- Using local and wide area networks
- Using e-mail
- Accessing digital resources
- Downloading information from the Internet

Microcomputer Operating Systems 6
- System startup (boot) process
- Graphical environment
- Command line environment
- File types, names, and path information
- File management
- Disk organization
- Executing application software
- Utility programs

Word Processing 10
- Word processing environment and help utilities
- Designing and organizing a document
- Saving and opening a document
- Printing a document
- Cursor movement in the document
- Creating and editing text
- Formatting text
- Formatting the document
- Language tools
- Special tools
- Columns and tables
- Graphics objects
- Document enhancement features

Electronic spreadsheets 9
- Spreadsheet environment and help utilities
- Designing and organizing a spreadsheet
- Saving and opening a spreadsheet
- Printing a spreadsheet
- Viewing the spreadsheet
- Cursor movement in a spreadsheet
- Formatting text and values in rows, columns and cells
- Formatting the spreadsheet
- Types of cell content (value, label)
- Generalizing solutions using formulas and functions
- Cell addressing (relative, absolute, mixed)
- Displaying graphs
- Special tools

Web Page Development 7
- Organization and appearance guidelines
- Text formatting
- Hyperlinks and navigation elements
- Graphics
- Tables
- Uploading files to server

Independent Study of Other Computer Applications 4

Exams (plus a comprehensive final) 3

TOTAL 45

EXAMINATIONS

Matching, completion, and short answer questions should be used on examinations. Class size permitting, competency/power exams should be given at appropriate occasions. All students must take a comprehensive final.

REFERENCES

Carey, P., HTML and XHTML, Course Technology, 2005.

Johnson, S., Microsoft Windows XP, Course Technology, 2007.

Leslie, G., Corel WordPerfect 11 Concepts and Tutorials, 2004.

Shelly, Cashman, and Quasney, Microsoft Excel 2003 Introductory Concepts and Techniques, Course Technology, 2006.