

PC OPERATION AND APPLICATIONS

Course No	:	CST 110
Course Title	:	PC OPERATION AND APPLICATIONS
Prerequisites	:	None
Course Type	:	General
Faculty Member	:	Dr. ; Room # ; Telephone ; e-mail ;
Office Hours	:	
Class Time	:	
Lecture Class	:	

Course Objectives:

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications, and the use of contemporary software. This course is designed to teach the first-time computer user the features of a personal computer, how a PC operates, and how to select a PC to best fit individual needs. The student will gain a working knowledge of popular software applications including modern word-processing, spreadsheet, and database management system. This course includes hands-on operation of a PC.

Course Description:

This course is designed to present the first-time computer user the features of a personal computer, how it works, and how to select a PC to best fit individual needs. Students can acquire an increased awareness of the operating systems and major features of popular modern applications including operating systems, word processing, spreadsheets, and database management system. The course includes hands-on operation of a PC.

Course Outline

1. Describe the major uses & hardware components of a computer
2. Identify the purpose and functions of major software categories (operating systems, compilers, interpreters, applications, utilities)
3. Explain the importance of data/information as it relates to businesses and individuals
4. Use a modern operating system to perform tasks such as copying, deleting, renaming, printing and organizing files. In addition to creating backup copies and restoring files.
5. Use a modern word-processing package to produce good-looking papers and letters.

6. Use a modern spreadsheet package to develop business spreadsheets including the design and use of formulas to model simple business applications.
7. Use a modern database management system to model a simple office administration situation and produce forms, queries and reports.
8. Discuss the relationships among the various hardware and software components of a personal computer system.
9. Identify the legal and ethical aspects of copying software.
10. Discuss the proper handling, care, and cautions in the use of microcomputers and peripheral equipment.
11. Identify the appropriate application software package to be used for common business activities.

Learning Outcomes

1. Have an understanding of the fundamentals of computers and computer nomenclature.
2. Have a general understanding of how computers play a role in business and society.
3. Have developed a working knowledge of a modern PC operating system such as the latest Microsoft Windows and a modern office package such as the latest Microsoft Office package or Lotus Smart Suite.
4. This includes a working knowledge of using a modern word-processing package to produce well formatted letters and papers.
5. This includes microcomputer operation and operating environment, database concepts, creating and editing a database, searching and sorting a database, saving and printing.
6. This includes operating environment, spreadsheet software, concepts and definitions, creating simple spreadsheets, editing spreadsheets, saving, retrieving and printing.

Skills to be developed:

This course helps students in developing the following skills:

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|---------------------------------------------------------------|-----------------------------------------------------------------------|
| 1. Communication (Oral & written)
and | Through Assignments, Case Study discussions, Examinations |
| 2. Analytical | Through Case studies, and examinations |
| 3. Team Work | Through Case studies |
| 4. Creative Thinking | Through Case studies, assignments, classroom discussions |
| 5. Adaptability to Change | Through Case studies, and examinations |
| 6. Ethics | Through lectures and assignments |
| 7. Use of Information Technology
Statistical | Through use of PCs, Internet, CD-ROM, data base in the library |
| 8. International issues | Through Case studies, assignments, classroom |

discussions, and examinations

Evaluating Student Performance:

Class participation and attendance	10%
Individual in-class assignments /or/ Tests (four)	80%
Project Presentation	10%

Assignment	LO1	LO2	LO3	LO4	LO5	LO6
Class Participation	X	X				
Class Assignments/ Tests			X	X		X
Project			X		X	X

Grading:

Percentage Score	Letter Grade	GPA Points	Percentage Score	Letter Grade	GPA Points
90 - 100	A	4.0	70 - 74	C	2.0
85 - 89	B+	3.5	65 - 69	D+	1.5
80 - 84	B	3.0	60 - 64	D	1.0
75 - 79	C+	2.5	< 60	F	0.0

Educational Resources:

<i>Educational Resource</i>	Description	Comments
Textbooks Required	Gets learning series MS Windows XP, MS Word 2003, MS Excel 2003, MS Access 2003	
References	Shelly, Cashman, Vermaat, Discovering Computers 2004, A Gateway to Information, (ISBN: 0-7895-6703-2) Shelly, Cashman, Vermaat, Microsoft Office XP: Introductory Concepts and Techniques, Course 1, Enhanced Edition. (ISBN: 0-619-XP4-2)	
Journals Computers	Data Communications Internet searches for obtaining info on Computers.	
CD - ROM :	(CD-ROM) data base in the library + Action learning through CD Accompanying the textbook	
Other Resources:	Library resources, Internet search of periodicals	

Course Schedule & Outline:
Sixteen Week Semester, 3 hrs/Wk

Date	Week	Outline Syllabus	Learning Outcomes	Homework Assignments, Due dates
February 12/2-16/2	1		LO1	
February 19/2-23/2	2		LO2	
May 28/5- 31/5		General Review		