

# Survey of Computer Basics

## Course Syllabus

### 2007-2008



- 
- Instructor:** Andrew Pond
- Contact:** e-mail: [andrewpond@bellsouth.net](mailto:andrewpond@bellsouth.net); phone: (954) 881-5055
- Course title:** Survey of Computer Basics
- Description:** This course provides beginner students a survey of computer and application use. Students will familiarize themselves with introductory concepts and commands required to operate a computer, run applications and organize data. Hands-on projects require students to demonstrate use of word processing, spreadsheet and presentation applications as well as research material from the Internet and utilize an e-mail system to send/receive messages.
- Term:** Fall 2007
- Class meeting:** Friday, 9:30 -11:00 AM
- Contact hours:** 10 meetings of 1.5 hours = 15 hours
- Prerequisites:** Students taking this course must possess basic keyboarding skills and basic familiarity with computers. Course is intended for motivated middle school students or higher.
- Textbook:** No textbook required. Students will be assigned readings from handouts or from content available over the Internet.
- Course topics:**
- ❖ Computer Hardware & Operations
    - Identify & describe the major components of a computer system
    - Demonstrate powering on a computer and controlling various components and their associated settings.
    - Practice use of the operating system interface.
  - ❖ File management
    - Explain how files are organized within a computer system
    - Create a multi-level file directory structure
    - Rename, copy, move, delete files on a computer
  - ❖ Internet
    - Describe three or more resources available from the Internet.
    - List three web search engines.
    - Describe techniques to improve search effectiveness.

# Survey of Computer Basics

## Course Syllabus

### 2007-2008



- ❖ Applications
  - General
    - Explain two or more methods for starting an application.
    - Create associated documents and add appropriate content to them.
    - Open, modify, save and print associated documents.
  - Word processing
    - Demonstrate use of formatting character and paragraph settings.
    - Explain the various view options and their use.
    - Utilize headers and footers within a document.
    - Construct a table within a document.
    - Demonstrate the use of inserting graphics and special symbols.
    - Create special affects through word art.
  - Spreadsheet
    - Describe and explain the concept of a cell and cell references within a spreadsheet.
    - Demonstrate appropriate use of various cell formatting options.
    - Construct a worksheet that relates several cell values through the use of excel functions.
    - Display a chart based on data contained on a worksheet.
  - Presentation
    - Create a multiple slide presentation.
    - Reorganize slide sequence within a presentation.
    - Animate slide content and transitions.
    - Present a slide show presentation.
    - Explain and demonstrate the use of various print and viewing formats of a presentation.
    - Insert content into a presentation from another application or file.

#### **Class policies:**

#### **Student expectations**

Students will be assigned both reading and project work to complete outside of the classroom. Although time required to complete assignments will vary between individual students, one should be prepared to commit an average of 3 hours per week, outside the

# Survey of Computer Basics

## Course Syllabus

### 2007-2008



weekly class meetings, to complete assigned course work. Access to a personal computer with Internet access and office application software will be required to complete assignments.

#### **Computer care**

Students are expected to exercise conscientious care of all computer equipment. The equipment is expensive and must be handled in a manner in order to protect it from damage.

Students are not to change the configuration of any of the computers without the direction of the instructor. This includes changing the screen saver, desktop picture, security settings or other similar behaviors.

Students are not to install software on the computers.

No food or drink is to be kept near the computers.

Students are asked to report any problems they encounter with a computer as soon as it occurs.

#### **Internet & proper computer use**

Students are required to use the computer and access to the resources of the Internet in a manner that is widely considered supportive of biblical views. Students are not to engage in any computer use that is distracting, offensive or harmful to others.

#### **Weekly outline:**

Week 1  
Course welcome; computer hardware; file management  
Week 2  
Internet & e-mail  
Week 3  
Internet Searching  
Week 4  
MS Word  
Week 5  
MS Word

Week 6  
PowerPoint  
Week 7  
PowerPoint  
Week 8  
Excel  
Week 9  
Excel  
Week 10  
Computer ethics & Certificates