

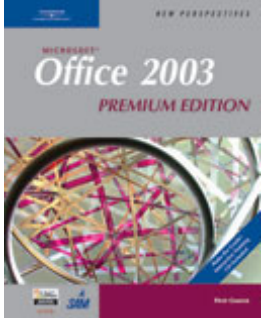
# Introduction to Computers

## Course Syllabus

### 2007-2008

- Instructor:** Andrew Pond
- Contact:** e-mail: [andrewpond@bellsouth.net](mailto:andrewpond@bellsouth.net); phone: (954) 881-5055
- Course title:** Introduction to Computers (Computer Science I)
- Description:** The purpose of this course is for students to develop practical skills related to computers and office applications. A considerable portion of the course involves intermediate level use and integration of the office applications. Additional course topics include web design basics and a more advanced discussion on the Internet structure and its uses.
- Term:** 2007-2008 School year
- Contact hours:** 32 meetings of 1.25 hours = 40 hours
- Prerequisites:** Students taking this course must possess basic keyboarding skills and basic familiarity with computers. Course is intended for motivated high school students.

**Textbook:**

	Ann Shaffer, Patrick Carey, Kathy Finnegan, Joseph J. Adamski, Roy Ageloff, S. Scott Zimmerman ISBN 13: 978-1-4188-6076-9 © 2007 ISBN 10: 1-4188-6076-X Publish date: February 10, 2006 984 pages
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- Course objectives:**
- Define and explain computer hardware, software and their operations.
  - Operate a computer and effectively use its operating system to run programs and manage files.
  - Demonstrate intermediate level skills and integration with Office applications of word processing, presentation, spreadsheet and database.
  - Utilize and manage electronic mail.

# Introduction to Computers

## Course Syllabus

### 2007-2008



- Discuss ethical and moral use of computers and the Internet.
- Practice various search techniques over the Internet.

#### **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 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.

##### **Class notebook**

Each student will maintain a notebook of completed assignments and projects. Each week's assignments are to be initialed by one of the parents each week PRIOR to class.

All work submitted should contain the student's full name, date and the time their class meets.

##### **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

# Introduction to Computers

## Course Syllabus

### 2007-2008



distracting, offensive or harmful to others.

#### Weekly outline:

#### Semester I

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#### Week 1

Course welcome, Class format, using your USB  
**Exploring the Basics of Microsoft Windows XP**

Homework for week 2:

Part A –

Read WIN 3 – WIN 23, completing the yellow hands-on practice sections as you proceed.

Complete Session 1 Quick Check

Part B –

Read EC 3 – EC 5; memorize the definitions of all the bold terms

Part C –

Visit the publisher web site and explore what resources are available to you.

<http://www.course.com/np/office2003>

#### Week 2

**Exploring the Basics of Microsoft Windows XP – continued**

Homework for week 3:

Part A –

Read WIN 24 – WIN 35, completing the yellow hands-on practice sections as you proceed.

Complete Session 2 Quick Check; Study the Key Terms at the end of the chapter (WIN 36)

Part B –

Read EC 6 up to the section “Computer Hardware” on EC 9; memorize the definitions of all the bold terms

Part C –

Select ONLY ONE of any of the 4 case problems to complete from the Windows XP chapter (WIN 37- WIN 40)

#### Week 3

**Managing Your Files**

Homework for week 4:

Part A –

Read FM 2 – FM 7 up to “Exploring Files and Folders

Part B –

Read FM 7 – FM 20, completing the yellow hands-on practice sections as you proceed.

Complete Quick Check; Study the Key Terms at the end of the chapter (FM 21)

#### Week 4

**Managing Your Files – continued**

Part A –

# Introduction to Computers

## Course Syllabus

### 2007-2008



Use the CD to run the SAM program and complete the tasks under “Managing Your Files”. Print your results and place them in your notebook.

Part B –

Read EC 13 “Processing Hardware” up to the section “Storage Devices and Media” on EC 17; memorize the definitions of all the bold terms

Part C –

Complete Case Problem 1, page FM22

#### Week 5

##### **Browser and E-mail Basics**

Homework for week 6:

Part A –

Read BEB 2 – BEB 21, completing the yellow hands-on practice sections as you proceed. Complete Session 1 Quick Check; Study/memorize the Key Terms in bold.

Part B –

Read EC 17 “Storage Devices and Media” up to the section “Data Communications” on EC 22; memorize the definitions of all the bold terms

Part C –

Review & catch-up. Finish any missed assignments. Write down questions about any topics that you are not sure about.

#### Week 6

##### **Browser and E-mail Basics - continued**

Homework for week 7:

Part A –

Read BEB 22 – BEB 35, completing the yellow hands-on practice sections as you proceed. Complete Session 2 Quick Check; Study/memorize the Key Terms in bold.

Part B –

Read EC 22 “Data Communications” up to the section “Computer Software” on EC 27; memorize the definitions of all the bold terms

Part C –

TBD

#### Week 7

Using Common Features of Microsoft Office 2003

Part A –

Part B –

Part C –

# Introduction to Computers

## Course Syllabus

### 2007-2008



#### Week 8

Using Common Features of Microsoft Office 2003

Part A –

Part B –

Part C –

#### Week 9

Microsoft Office Word 2003

Part A –

Part B –

Part C –

#### Week 10

Microsoft Office Word 2003

Part A –

Part B –

Part C –

#### Week 11

Microsoft Office Word 2003

Part A –

Part B –

Part C –

#### Week 12

Microsoft Office Word 2003

Part A –

Part B –

Part C –

#### Week 13

Microsoft Office Word 2003

Part A –

Part B –

Part C –

#### Week 14

Microsoft Office Word 2003

Part A –

Part B –

Part C –

#### Week 15

TBA

Part A –

Part B –

# **Introduction to Computers Course Syllabus 2007-2008**



Part C –

# Introduction to Computers

## Course Syllabus

### 2007-2008



#### Semester II

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##### Week 16

Microsoft Office Excel 2003  
Part A –  
Part B –  
Part C –

##### Week 17

Microsoft Office Excel 2003  
Part A –  
Part B –  
Part C –

##### Week 18

Microsoft Office Excel 2003  
Part A –  
Part B –  
Part C –

##### Week 19

Microsoft Office Excel 2003  
Part A –  
Part B –  
Part C –

##### Week 20

Integrating Word and Excel  
Part A –  
Part B –  
Part C –

##### Week 21

Microsoft Office PowerPoint 2003  
Part A –  
Part B –  
Part C –

##### Week 22

Microsoft Office PowerPoint 2003  
Part A –  
Part B –  
Part C –

##### Week 23

Microsoft Office PowerPoint 2003  
Part A –  
Part B –

# Introduction to Computers

## Course Syllabus

### 2007-2008



Part C –

#### Week 24

Microsoft Office PowerPoint 2003

Part A –

Part B –

Part C –

#### Week 25

Microsoft Office PowerPoint 2003

Part A –

Part B –

Part C –

#### Week 26

Case studies

Part A –

Part B –

Part C –

#### Week 27

Case studies

Part A –

Part B –

Part C –

#### Week 28

TBA

Part A –

Part B –

Part C –

#### Week 29

Group project presentations

Part A –

Part B –

Part C –

#### Week 30

Group project presentations

Part A –

Part B –

Part C –

#### Week 31

Microsoft Office Access 2003

Part A –

Part B –

# **Introduction to Computers Course Syllabus 2007-2008**



Part C –

Week 32  
Course wrap up