MC1050-2: Software Applications III
Course Information – Intercession 2007

Contact: Instructor: Mr. Rob Power Section #: 2
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Prerequisite(s): None

Co-Requisite(s): None

Purpose of the Course:

This course is designed to give the student an introduction to computer systems. Particular emphasis is given to word processing, spreadsheet, e-mail and the internet.

Class Location: Building 10, First Floor Room 10-1-28

Textbook: *New Perspectives on Computer Concepts (Comprehensive)*, 7th Edition, Parsons & Oja (ISBN: 0-619-24361-9)

Microsoft Office XP Introductory Concepts and Techniques, Shelly, Cashman & Vermaat (ISBN: 0-7895-6289-8)

Major Topics:

1.0 Microcomputer System Hardware and Software Components
2.0 Word Processing
3.0 Electronic Spreadsheet
4.0 Electronic Mail and the Internet

Classroom Guidelines:

Attendance: Students are expected to attend all lecture and lab sessions for this course, as scheduled. Students absent for medical reasons must provide documentation from their doctor / hospital upon return to class.

Assignments: Assignments must be submitted on or before the assigned due date. Late assignments CANNOT be accepted.

Missed Tests: Students are expected to attend and write all quizzes / exams for this course. Students missing quizzes / exams must provide medical documentation upon return to class, or a grade of zero (0%) will be assigned. Make-up tests CANNOT be provided. However, students missing quizzes / exams for valid, documented medical reasons, can discuss alternate evaluation arrangements with the instructor (ie: the value of the missed quiz will be added to the value of the next quiz).

Plagiarism: Absolutely no plagiarism, copying or sharing of work allowed. All students who are involved will receive a zero (0%) for the specific work that was copied, and a form will be placed in the student's folders. If you are researching from the Internet or text books, information must be paraphrased or changed into your own words with proper referencing provided.

Evaluation:

Item	Value	Description
Assignments	10%	In-Class Assignments on Word and Excel modules
Quiz #1	15%	Introduction to Computers
Quiz #2	15%	Windows
Quiz #3	25%	Word Processing
Quiz #4	20%	Spreadsheets
Quiz #5	15%	Email/Internet

Class Schedule and Instructor Contact Hours:

	Sunday	Monday	Tuesday	Wednesday	Thursday
7:30 AM		MC2220-01 Room 10-2-04	MC1050-2 10-1-28	MC2220-01 Room 10-1-30	MC1050-2 10-1-28
8:30 AM	Office 10-271	MC2220-01 Room 10-2-04	MC1050-2 10-1-28	MC2220-01 Room 10-1-30	MC1050-2 10-1-28
9:30 AM	MC2220-01 Room 10-2-04	Office 10-271	MC2220-01 Room 10-2-04	Office 10-271	MC2220-01 Room 10-1-30
10:30 AM	MC2220-01 Room 10-2-04		MC2220-01 Room 10-2-04	Office 10-271	MC2220-01 Room 10-1-30
11:30 AM	Lunch Time	Lunch Time	Meeting Time	Lunch Time	Lunch Time
12:30 PM			Meeting Time		
1:30 PM			Office 10-271		
2:30 PM					
3:30 PM					
4:30 PM					

Delivery Schedule (MC1050-2):

Week:	Agenda:	Suggested Activities:
Week 1: April 29-May 3	Introductions **1.0 Computer Fundamentals** Types of Computers Data Representation Microprocessors RAM Expansion Slots Magnetic Storage Optical Storage Input/Output	CC pp. 4-11 XP pp. COM8–13 CC pp. 58-64, 66-74, 76-87 **Lab:** Using Files
Week 2: May 6-10	**Test #1: Computer Fundamentals (15%)** **2.0 System Software and File Management** Software Basics Operating Systems Basics Command-Line Interfaces – DOS Windows GUI Interface File Management Windows Explorer Windows Practice	CC pp. 11–13, 118-126 XP pp. INT 1.04–1.06 **Lab:** DOS Command-Line Interface **Lab:** Using the Windows Interface XP pp. INT 1.06–1.30 **Lab:** Working with Windows Explorer XP pp. INT 1.31–1.53 CC pp. 170-183
Week 3: May 13-17	**Test #2: Operating Systems and Windows (15%)** **4.0 Communication Tools** Internet / E-mail Basics Web Basics Web Practice	CC pp. 15-24 CC pp. 36-43 CC pp. 26-34 **Lab:** Browsing and Searching
Week 4: May 20-24	**Test #5: Internet and E-mail (15%)** **3.0 Application Software** Microsoft Word – Project 1 Word 1: "In the Lab" 1, 2 and 3 Word 1: "In the Lab" 1, 2 and 3 Microsoft Word – Project 2 Word 2: "In the Lab" 1 and 2	**Lab:** Word 2 **Word lab due (5%)**
Week 5: May 27-31	**Test #3: Microsoft Word (20%)** Microsoft Excel – Project 1 Apply Your Knowledge Excel Lab: "In the Lab" 1, 2 and 3	**Lab:** Excel
Week 6: June 3-7	Microsoft Excel – Project 2 Excel 2 Lab: "In the Lab" 1 and 2	**Lab:** Excel 2 **Excel lab due (5%)**
Week 7: June 10-14	**Test #4: Microsoft Excel (20%)** Exams begin *(June 14-tentative)*	
Week 8: June 17-21	**Exam Week**	
Week 9: June 24-25	**Administrative**	

Please Note: All Quiz Dates are Tentative!