

DIVISION OF SCIENCE  
COLLEGE OF ARTS AND SCIENCE  
GOVERNORS STATE UNIVERSITY

**COURSE SYLLABUS**

**Course Title:** Introduction to Computer Technology  
**Course Number:** CPSC 305  
**Credit Hours:** 3.0  
**Trimester:** Winter 2009

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**Course Description:**

Covers computer hardware, software, applications, and future technology. Presents an overview of all aspects of computer technology via readings, and microcomputer lab exercises. Major topics include: evolution of the computer industry, interactive and batch processing systems, input and output processes and devices, information systems interfaces, internal processing and data representation, file organization and database concepts, data communication, application software, programming languages, operating systems, systems software, system analysis and design, and computer in society. Provides extensive hands-on use of microcomputers.

**Prerequisite:** Satisfactory completion of the university's basic mathematics proficiency examination.

**Objectives:**

- \* To learn the fundamentals of computers and computer nomenclature, particularly with respect to Personal Computer hardware and software.
- \* To learn the fundamentals of the Graphical User Interface known as Microsoft Windows XP.
- \* To learn the fundamentals of personal computer application software known as Microsoft Office 2007 which are: Microsoft Word 2007, Excel 2007, Access 2007, and Power Point 2007.
- \* To be exposed to the various World Wide Web resources, including Microsoft Internet Explorer, Email, and search engines.

**Textbooks & Materials:**

- 1: Shelly, Cashman, and Vermaat, Microsoft Office 2007: Introductory Concepts and Techniques, Window XP Edition, Course Technology.
- 2: Shelly, Cashman, and Vermaat, Discovering Computers 2008 / 2009, A Gate Way to Information, Complete Edition, Course Technology.
- 3: At least Two Pocket Portfolios with labels and name on top right corner of outside cover.
- 4: Memory Stick / Flash.

**What is expected from each student:**

- (1) To attend each class and to be on time
- (2) Prior coming to lab must have completed all reading assignments per the schedule
- (3) Prior coming to the lab must have prepared and become familiar to what is to be done in lab, by reading the scheduled lab material and procedures. This will maximize lab time use
- (4) Perform the weekly assigned project(s) in lab - as shown in the schedule below
- (5) Perform the **Apply your Knowledge (AK)** assignments at the end of each project.
- (6) Submit all assigned work for each project as scheduled.
- (7) For each project, in a folder, submit project sample printouts of what you performed, including the AK. Any other container will be rejected and work will be considered delinquent

**Grading and Evaluation:**

Interactive Labs (18)	18%	A:	$\geq 90$
Office Projects (8)	28%	B:	80 to 89
Essay/Seminar/Comp Show etc	4%	C:	70 to 79
Productivity test(s)	10%	D:	60 to 69
Exam I	20%	F:	$< 60$
Exam II	20%		

**Topical Outline:****Week****1 Course Orientation****In Lab:****To Login and create account for Interactive Labs:**

- 1: Go to the Internet by either one Click or Double Click "Internet Explorer" icon
- 2: Go to website: [www.scsite.com/dc2009](http://www.scsite.com/dc2009) and setting up an interactive Lab login (Require a valid email address). Remember and write down your login and password.
- 3: Log in to the web site, select Chapter 1 and click "Student Edition Labs" (In "Quizzes and Learning Games" section)

**Perform:**

- Interactive lab 0: How to Use this Lab
- Interactive lab 1: Using Input Devices - Mouse
- Interactive lab 2: Using Input Devices – Keyboard

Note: The score of each review session will be recorded automatically. Click "Gradebook" Tab on top part of the home page, press "F5" key to refresh display if needed, and click the book title "Discovering Computers 2008" for your review details.  
Please check the review results after each review session.

**Reading Assignments:**

- SC2009: Ch1: Introduction to Computers
- SC2009: Ch2: The Internet and World Wide Web

**2 In Lab Perform:**

- Interactive Lab 3: Connecting to the Internet
- Interactive Lab 4: Getting the most out of the Internet - The World Wide Web
- Office 2007: Windows XP Chapter 1: Introduction to Microsoft Windows XP, pp Win 2 - 64

**Reading Assignment:**

- SC2009: Ch3: Application Software

**3 In Lab Perform:**

Interactive lab 5: Word Processing

Office 2007: Appendix B: Microsoft Office 2007 pp APP 3 - 22

**Reading Assignment:**

SC2009: Ch4: The Components of the System Unit

SC2009: Appendix A: Coding Schemes and Number Systems

**4 In Lab Perform:**

Interactive lab 6: Understanding the Motherboard

Office 2007: Word Chapter 1: Creating and Editing a Word Document, pp WD 1 – 62  
and the AK pp WD 63 – 64**Reading Assignment:**

SC2009: Ch5: Input

**5 In Lab Perform:**

Interactive lab 7: Peripheral Devices – Scanners + scan &amp; print a document from Lab scanner.

Office 2007: Word Chapter 2: Creating a Research Paper, pp WD 73 – 132 and the AK  
pp WD 133 - 135**Reading Assignment:**

SC2009: Ch6: Output

**6 In Lab Perform:**

Interactive lab 8: Peripheral Devices – Printers

Interactive lab 9: Peripheral Devices – Display Devices

Interactive lab 10: Maintaining a Hard Drive

**Submit for grading: Printouts for Microsoft Office Word 2007 Projects 1 & 2 and their AKs.  
Place each project and its corresponding AK in a separate folder.****Reading Assignment:**

SC2009: Ch7: Storage

**7 Productivity Test** Windows XP and Microsoft Office Word 2007**Exam I** SC2008 Chapters 1 - 7**Must bring your Flash and a #2 pencil****Reading Assignment:**

SC2009: Ch8: Operating Systems and Utility Programs

**8 Review of Exam I results****In Lab Perform:**

Interactive Lab 11: Spreadsheets

Office 2007: Excel 2007 Project 1: Creating a Worksheet and an Embedded Chart,  
pp EX 1 – 69, and the AK pp EX 70 - 71**Reading Assignment:**

SC2009: Ch9: Communications and Networks

**9 In Lab Perform:**

Interactive Lab 12: Networking Basics

Office 2007: Excel 2007 Project 2: Formulas, Functions, Formatting, and Web Queries, pp EX 81 – 144, and the AK pp EX 145 - 147

**Reading Assignment:**

SC2009: Ch10: Database Management

**10 Submit for grading: Printouts for Microsoft Office Excel 2003 Projects 1 & 2 and their AKs. Place each project and its corresponding AK in a separate folder.****In Lab Perform:**

Interactive Lab 13: Databases

Office 2007: Access 2007 Chapter 1: Creating and using a Database, pp AC 1 – 63, and the AK pp AC 64 – 65

**Reading Assignment:**

SC2009: Ch11: Computer Security, Ethics, and Privacy

**11 In Lab Perform:**

Interactive lab 14: Protecting your privacy online

Interactive lab 15: Keeping your computer Virus Free

Office 2007: Access 2007 Chapter 2: Querying a Database, pp AC 73 – 127, and the AK pp AC 128 – 129

**Reading Assignment:**

SC2009: Ch12: Information System Development

**12 Submit for grading: Printouts for Microsoft Office Access 2007 Projects 1 & 2 and their AK. Place each project and its corresponding AK in a separate folder.****In Lab Perform:**

Interactive Lab 16: Project Management

Interactive Lab 17: Web Design Principles

Office 2007: PowerPoint 2007 Chapter 1: Creating and Editing a Presentation pp PPT1 – 65 and the AK pp PPT 66 – 67

**Reading Assignment:**

SC2009: Ch 13: Programming Languages and Program Development

**13 In Lab Perform:**

Interactive Lab 18: Visual Programming

Office 2007: Power Point 2007 Chapter 2: Creating Presentation with Illustrations and Shapes pp 80 - 131 and the AK pp 132 – 133

**Reading Assignment:**

SC2009: Ch 14: Enterprise Computing

**14 Submit for grading: Printouts for Microsoft Office PowerPoint 2007 Projects 1 & 2 and their AK. Place each project and its corresponding AK in a separate folder.****Reading Assignment:**

SC2009: Ch15: Computers Careers and Certification

- 15 Exam II:** SC2008 Chapters 8 – 14 Must bring with you #2 pencil  
**Submit the following for grading: All in one folder**  
**Proof of attendance to a Computer Show (example: [www.giantcomputershow.com](http://www.giantcomputershow.com)), or**  
**Proof of Training on a course related area, or**  
**Type a report on 10 software packages (a short paragraph summary on each, visit one of those computer stores )**  
**The Completed/Number Labeled SC Interactive Labs (18).**

**Do not forget to bring and submit your work prior taking the Finals Exam. No work will be accepted for grading after the Finals Exam.**

**Disability Statement:**

GSU is committed to providing all students equal access to all university programs and facilities. Students who have a documented physical, psychological, or learning disability and need academic accommodations, must register with Access Services for Students with Disabilities (ASSD). Please contact the Coordinator of ASSD in Room B1201 in person; by e-mail, [assd@govst.edu](mailto:assd@govst.edu); or by calling 708.235.3968. If you are already registered, please contact your instructor privately regarding your academic accommodations.