

CATALOG INFORMATION

Dept & Nbr: CSC 201 Title: INTRO TO WINDOWS APPS  
Full Title: Introduction to Windows Applications

Units	Course Hours	Per Week	Nbr of Weeks	Course Hours	Total
Max: 3.0	Lecture	2.5	17	Lecture	42.5
Min: 3.0	Lab	1.5		Lab	25.5
	Contact DHR	0.0		Contact DHR	0.0
	Contact Total	4.0		Contact Total	68.0
	Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic  
Grading: GC Credit course for grade or CR/NC  
Repeatability: 01 2 ENROLLMENTS  
Also listed as:

CATALOG DESCRIPTION:

Word processor, electronic spreadsheet and database programs in the college lab provide hands-on experience with a microcomputer relating it to business and home microcomputer applications, operating systems, software evaluation, hardware concepts, essential microcomputer terminology and introduction to graphics and telecommunications.

PREREQUISITES:

COREQUISITES:

RECOMMENDED PREPARATION:  
No advisories.

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:

Get hands-on practice with the most widely used applications on microcomputers: word processing, spreadsheets and electronic filing. An important first course for ALL students. (Grade or CR/NC) (Repeat Code 1)  
Transfer Credit: CSU; UC.

ARTICULATION and CERTIFICATE INFORMATION

ASSOCIATE DEGREE: Effective: SPRING 1984 Inactive:  
Area: D2 COMMUNICATIONS & ANALYTICAL THINKING

CSU GE: Effective: Inactive:  
Transfer area:

IGETC: Effective: Inactive:  
Transfer area:

CSU TRANSFER: TRANSFERABLE Effective: FALL 1981 Inactive:

UC TRANSFER: TRANSFERABLE Effective: FALL 1981 Inactive:

CAN:

CERTIFICATE APPLICABLE: N NOT CERTIFICATE/MAJOR APPLICABLE

APPROVAL AND DATES

=====

Version 03 Submitted by: TONIA WIDLER Date: 02/04/2004  
Department approved: Date:  
Curriculum approved: 06/01/1981 Version approved: 02/04/2004  
Prerequisites approved: 08/01/2000 Last reviewed: 02/04/2004  
Term effective: SPRING 2004 Last taught: FALL 2008 Inactive:

COURSE CONTENT

=====

OUTCOME AND OBJECTIVES:

1. Be proficient in the use of a microcomputer word processor, electronic spreadsheet and database.
2. Be knowledgeable of basic computer terminology.
3. Have a general understanding of hardware and software concepts including but not limited to operating systems, telecommunications, and current applications such as graphics, CAD, Desk Top Publishing, etc.
4. Be familiar with the ethical and social issues involved in the computer revolution as well as the computers.

TOPICS AND SCOPE:

1. Introduction to microcomputer
  - a. Vocabulary
  - b. Basic hardware and software concepts
  - c. Basic understanding of an operating system
2. Word processing on a microcomputer
3. Electronic Spreadsheet on a microcomputer
4. Database on a microcomputer
5. Programming
6. Social and ethical topics in computer science
7. History of computers
8. Software and hardware evaluation
9. Introduction to graphics, telecommunications, and other current application areas

ASSIGNMENTS:

READING ASSIGNMENTS:

Students are required to read and study the assigned materials. Examples of appropriate reading are from current computer magazines or computer related articles in other magazines, software tutorial manuals, and text.

WRITING ASSIGNMENTS:

Students are required to submit at least one written assignment, with a minimum of 350 words, during the word processing module of the class. Also a minimum of one, 350 word written or oral report on a magazine article or other current topic in computers science may be required. Substantial writing is inappropriate because the course primarily involves the application of a skill.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of two hours of independent work out of class for each unit of credit by doing the following:

1. Skill practice in using the computer applications demonstrated in class.

2. Reading assignments as assigned.
3. Completion of assigned exercises for each unit of instruction.

ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

1. Design, produce and/or alter an electronic spreadsheet.
2. Design, produce and/or alter an electronic spreadsheet.
3. Translate a verbal assignment in the logical steps needed to extract the answer from the computer using a spreadsheet or database.
4. Understanding the logic of a simple computer program.
5. Understanding the hardware design of a computer and how this machine functions.

METHOD OF INSTRUCTION:

METHODS OF EVALUATION:

1. Skill demonstration will constitute at least 50% of the grade. A separate evaluation will be used for each of the following skills:
  - a. Use of a word processor and its features
  - b. Use of a database and its features
  - c. Use of a spreadsheet and its features
2. Quizzes/Tests/In class evaluations
  - a. Computer terms
  - b. Hardware concepts
  - c. Ethical/Social issues relating to the computer revolution
  - d. Understanding of current issues (trends) in computer science
  - e. Beginning knowledge of high level computer language concept (BASIC)
3. Comprehensive final exam

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:

A Guide to MicroSoft office XP Professional, Presley, Brown et al, Lawrenceville Press

