

University of the Virgin Islands
CSC111 - USE OF COMPUTERS

Course Syllabus

Course Title: CSC 111 Use of Computers

Credits: 1

Prerequisites: None

Course Description: This course provides an introduction to computer concepts and terminology, UVI computer resources, operating systems, email, word processing, spreadsheets, database, graphics, Internet, and computing ethics. It is appropriate for students with no previous background in computing, who wish to apply computer applications in their studies. Students completing this class should be prepared to take the Computer Literacy Exam, required by the University for all students who matriculated in Fall 1994 or later.

Course Format: One 50 minute lectured per week. In addition, students are required to complete lab-type assignments, giving them practice in using the various computer functions introduced in the lecture session.

Course Objectives: When you have completed this course, successful students will be able to :

- Understand the terminology used in computer ads
- Explain the rudiments of how a computer works
- Use the Windows operating system to manage files
- Use a word processor to create a document
- Use a spreadsheet package to create a simple budget
- Use the internet and search engines on the internet
- Create a Power Point Presentation
- Apply the latest on line technology (bulletin board, chat room, email, etc.) for a Virtual class meetings and discussions
- Understand the significance of Safe computing

Reference: Discovering Computers; A Gateway to Information

Shelly, Cashman, Vernaat

In addition, students will be required to read class materials posted on the web. Participation in class discussions and timely submission of homework assignment are necessary to reap the full benefits of the class.

Weekly attendance at class sessions and participation in projects are essential.

Late assignments will be penalized a full letter grade for each week they are late.

Grades will be determined as follow:

Homework	40%
Participation	10%
Attendance	10%
Midterm	20%
Final Exam	20%

Should attendance or lateness become an issue, weekly quizzes will be instituted during the first five minutes of class. Points lost by missing the beginning of a class session cannot be made up.

Following is a tentative schedule of topics to be covered. Schedule will be revised to meet the needs of the class.

- Introduction, syllabus, email, use of computer labs, changing passwords, , Acceptable use Policy, blackboard
 - LAB- General Introduction, File management
- Computers: Past , present, future
- What is a computer: Hardware
- Effect on Society - Health, Safety, Working Environment
- Software licenses and copyright; system software vs. application software; the Operating system
- QUIZ
- Using a Word processor
- Using a Spreadsheet package
- LAB - Creating a spreadsheet
- Using a presentation manager
- Using PowerPoint
- How Data is stored (Physically/Logically)//Managing Files
- Searching the World Wide Web - Using UVI Library Resources
- Reading a computer ad

- Networks, Security, back-ups/redundancy, computer viruses
- Memory and booting up
- Troubleshooting common problems
- Final EXAM