

COURSE OUTLINE/SYLLABUS

I. Course Description

This course is an introduction to microcomputers, Windows Operating System, software applications and the Internet.

Prerequisite Coursework: N/A

II. Instructor Information

Name: Jim Gerland
Office: Room 303
Office Hours: Fridays 9-101m, or by appointment
Office Phone/Voice Mail: 827-2557
Email: GerlandJ@trocaire.edu

III. Course Identification

Credit Hours: 1
Course meeting times: Fridays 10:00am – 11:50am

IV. Expected Student Outcomes

- Define and explain fundamental terms and concepts related to computer technology
- Create documents by using Microsoft Word, create folders and file organization
- Use email, attach documents and highlight internet search methods

V. Course Content

Course schedule is subject to change

- Week 1. January 24
 - i. Course Introduction
 - ii. Chapter 1: Getting Started
- Week 2. January 31
 - i. Chapter 1: Getting Started cont.
- Week 3. February 7
 - i. Chapter 2: Looking at Windows
- Week 4. February 14
 - i. Chapter 3: Installing and Learning Software
- Week 5. February 21
 - i. **Review**
 - ii. **Exam 1**
- Week 6. February 28
 - i. Chapter 7: Connecting to the Internet
- Week 7. March 7
 - i. Chapter 8: Browsing and Searching the Web
- Week 8. March 14
 - i. **Spring Break, No Classes, College Open**
- Week 9. March 21
 - i. Chapter 9: Sending E-Mail and Attachments
- Week 10. March 28
 - i. **Review**
 - ii. **Exam 2**
- Week 11. April 4
 - i. Chapter 10: Writing and Printing Documents
- Week 12. April 11
 - i. Chapter 11: Making Spreadsheets

- Week 13. April 18
i. **Easter Break, No Classes, College Open**
- Week 14. April 25
i. Chapter 13: Making Presentations
- Week 15. May 2
i. Work on Final Project
- Week 16. May 9
i. Work on Final Project cont.
- Week 17. May 16
i. **Review**
ii. **Exam 3**
iii. **Final Project Due**

VI. Textbook

[Practical PC, Fifth Edition](#) 978-1-4239-2511-8
USB Flash Drive is highly recommended

VII. Grading

Exams	Percentage of Final Grade
Exam 1: PC Basics	20%
Exam 2: The Internet, the Web, and E-Mail	20%
Exam 3: Application Software	20%
Assignments	
Final Project	20%
Individual/Group Assignments	10%
8 Quick Check Assignments	10%

VIII. Classroom Policies and Procedures**Attendance Policy**

Class attendance is required at all times. If you must miss a class please talk with the instructor. There are no make-up opportunities for assignments or tests.

Cheating/Plagiarism

Cheating or plagiarism will not be tolerated. If detected, the following procedure will be followed:

1. A failing grade of F or 0% will be entered for the test or other educational activity in question.
2. If the activity is a major test, the student will be assigned a failing grade for the course, mid term or final.
3. The College system for reporting cheating or plagiarism will be followed. See Student Handbook.

Ethical Conduct

Each student is responsible for adhering to the Code of Student Conduct as stated in the student handbook. Students involved in any unethical activities in the class are subjected to discipline at the instructor's discretion. Students are responsible for completion of assigned work. As would be expected of workers in any work environment, students are expected to work independently, to use their initiative in solving problems, and to have professional pride in their work.

Disabilities and Health Issues

Students with disability issues which might make it difficult to complete any assignment, activity or test required in the course should notify the instructor as soon as possible so that appropriate arrangements can be made.

IX. Assignments and Methods of Evaluating Student Progress

All assignments are due at the start of class. They must be submitted in class ~~in~~ and in person unless otherwise specified. Late assignments are not accepted without prior approval.

Format

Assignments are to be professionally prepared, documented, cited, and organized. Proofread and spell-check all assignments, include your name, date, course number and description of the assignment.

Extra Credit

There are no opportunities for extra credit. Please plan accordingly

Trocaire College Grading Scale

A	95 - 100
A-	92 - 94
B+	89 - 91
B	85 - 88
B-	82 - 84
C+	79 - 81
C	75 - 78
C-	72 - 74
D+	69 - 71
D	65 - 68
F	64 - 0