Course Description

Explores computer literacy topics in a very basic, hands-on environment. Presents the fundamentals of computer hardware and software, the Internet, operating systems, and current application software within Microsoft Office Suite. Does not require a PC with Windows. Does require Microsoft Office. Contact your instructor BEFORE purchasing or loading any software.

Prerequisites

None

Course Textbook


Course Software

Microsoft Office

You will need the Microsoft Office Suite software that includes Word, Excel, and PowerPoint. You will NOT need Access for this course. This course also covers Windows 7. However, you do not have to have Windows 7 on your computer to complete this course.

If you have a Mac, you can install and use *Parallels Desktop for Mac* with the *Office Trial for PC* for Units I - III, as it covers Office and Windows 7. Once you begin Unit IV, you can install the *Trial Version of Office: Mac*. This way you will have use of the Office program throughout the entire course. Please contact your instructor if you have additional questions.

Use the link below to get a copy of Office for $99.99. This version has all of the software you need for this course, as well as several other applications. You will have to enter your school information, and they will contact CSU to verify your eligibility since CSU does not provide you with a school e-mail address.

**Purchase a copy of Office for $99.99**

Use the link below to get a free trial version of the Office software from Microsoft’s website. You may use any of the trial versions as long as the one you choose has Word, Excel, and PowerPoint.

**Free Trial Version of the Office Software**

BookOnCD

Throughout this course, you will be using the BookOnCD that came with your textbook. It contains an interactive version of the textbook as well as several files you will need to complete exercises for the unit assessments.
Course Learning Objectives

Upon completion of this course, students should be able to:

1. Describe basic computer components and their uses.
2. Demonstrate how to install, configure, and uninstall software.
3. Navigate the Internet and utilize email functions.
4. Differentiate between operating system and application software.
5. Configure the current version of the Windows operating system.
6. Demonstrate how to create, copy, move, open, delete, and rename files and folders.
7. Discuss networks, as well as their components and usage.
8. Utilize the basic functions of Microsoft Word, Excel, and PowerPoint.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives:** Each unit contains learning objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Summaries:** Each unit contains an overview, or summary, of the information to be covered.
3. **Reading Assignments:** Each unit contains reading assignments from one or more chapters from the textbook as well as chapters from the BookOnCD that came with the textbook. Supplemental Readings are provided in the unit study guides to aid students in their course of study.
4. **Course Software:** You will need the Microsoft Office 2010 Suite software that includes Word, Excel, and PowerPoint. You will NOT need Access for this course. Links are provided above to either purchase the software at a discounted student rate or download a free trial from Microsoft’s website. This course also covers Windows 7. However, you do not need to have Windows 7 on your computer to complete this course. Students will need the BookOnCD to acquire the student data files for some of the assessment questions.
5. **Learning Activities (non-graded):** Each unit contains non-graded learning activities to aid students in their course of study. These activities include QuickCheck reviews on the BookOnCD and tutorials on Microsoft’s website. Details are provided in the unit study guides.
6. **Key Terms:** Key terms are intended to guide students in their course of study. Students should pay particular attention to key terms as they represent important concepts within the unit material and reading.
7. **Assessments:** This course contains eight unit assessments, one to be completed at the end of each unit.
8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.
9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive email updates from the forum. You will not be able to unsubscribe after your course end date.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.
Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

<table>
<thead>
<tr>
<th>Unit Assessments (8 @ 12.5%)</th>
<th>= 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>= 100%</td>
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</table>

Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
CS 1010, Computer Essentials

Course Schedule

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

<table>
<thead>
<tr>
<th>Unit I</th>
<th>Computer Hardware Fundamentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>☐ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>☐ Chapter 1: Computer Hardware</td>
</tr>
<tr>
<td>Submit:</td>
<td>☐ Assessment</td>
</tr>
<tr>
<td>Notes/Goals:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit II</th>
<th>Computer Software Fundamentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>☐ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>☐ Chapter 3: System and Application Software</td>
</tr>
<tr>
<td>Submit:</td>
<td>☐ Assessment</td>
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<tr>
<td>Notes/Goals:</td>
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<table>
<thead>
<tr>
<th>Unit III</th>
<th>Working with Windows and Applications</th>
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<tbody>
<tr>
<td>Review:</td>
<td>☐ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>☐ Chapter 5: Getting Started with Windows 7</td>
</tr>
<tr>
<td>Submit:</td>
<td>☐ Assessment</td>
</tr>
<tr>
<td>Notes/Goals:</td>
<td></td>
</tr>
</tbody>
</table>
## Unit IV: Microsoft Word

**Review:**
- [x] Unit Study Guide
- **Learning Activity (Non-Graded):** Instructions are below Written Lecture.

**Read:**
- [ ] Chapter 9: Creating a Document
- [ ] Chapter 10: Formatting a Document
- [ ] Chapter 11: Finalizing a Document
- **Supplemental Reading:** See Study Guide

**Submit:**
- [ ] Assessment

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## Unit V: Microsoft Excel

**Review:**
- [x] Unit Study Guide
- **Learning Activity (Non-Graded):** Instructions are below Written Lecture.

**Read:**
- [ ] Chapter 12: Creating a Worksheet
- [ ] Chapter 13: Formatting a Worksheet
- [ ] Chapter 14: Finalizing a Worksheet
- **Supplemental Reading:** See Study Guide

**Submit:**
- [ ] Assessment

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## Unit VI: Microsoft PowerPoint

**Review:**
- [x] Unit Study Guide
- **Learning Activity (Non-Graded):** Instructions are below Written Lecture.

**Read:**
- [ ] Chapter 15: Creating a Presentation
- [ ] Chapter 16: Finalizing a Presentation
- **Supplemental Reading:** See Study Guide

**Submit:**
- [ ] Assessment

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**Notes/Goals:**
<table>
<thead>
<tr>
<th>Unit VII</th>
<th>Networks and E-mail</th>
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<tbody>
<tr>
<td><strong>Review:</strong></td>
<td>Unit Study Guide</td>
</tr>
<tr>
<td></td>
<td>Learning Activity (Non-Graded): Instructions are below Written Lecture.</td>
</tr>
<tr>
<td><strong>Read:</strong></td>
<td>Chapter 19: Networks</td>
</tr>
<tr>
<td></td>
<td>Chapter 20: Working with E-mail</td>
</tr>
<tr>
<td></td>
<td>Supplemental Reading: See Study Guide</td>
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<td><strong>Submit:</strong></td>
<td>Assessment</td>
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**Notes/Goals:**

<table>
<thead>
<tr>
<th>Unit VIII</th>
<th>The Web, Computer Benefits, and Computer Risks</th>
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<tbody>
<tr>
<td><strong>Review:</strong></td>
<td>Unit Study Guide</td>
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<tr>
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<td>Learning Activity (Non-Graded): Instructions are below Written Lecture.</td>
</tr>
<tr>
<td><strong>Read:</strong></td>
<td>Chapter 21: Browsing the Web</td>
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<tr>
<td></td>
<td>Chapter 22: Computer Benefits and Risks</td>
</tr>
<tr>
<td></td>
<td>Supplemental Reading: See Study Guide</td>
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<td><strong>Submit:</strong></td>
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