Course Description

Fundamentals of personal computers are examined with an emphasis on current application software. Provides an overview of personal computers, the Windows operating system, and Internet technologies. Includes extensive and valuable hands-on experience using several applications in the Microsoft Office Suite. Does not require a PC with Windows. Does require Microsoft Office Professional 2010. Contact your instructor BEFORE purchasing or loading any software.

Prerequisites

None

Course Textbook


Course Software/Tools

In order to complete the assignments in this course, you will need to have access to the following software and tools:

Microsoft Office Professional 2010 including Word, Excel, Access, and PowerPoint

You will need the Microsoft Office Professional 2010 Suite of software that includes Word, Excel, Access, and PowerPoint. Be sure you select Professional as some versions of Office do not come with Access. This course also covers Windows 7. However, you do not have to have Windows 7 on your computer to complete this course. A computer with Windows is preferred. Visit the Microsoft Website for a free trial version of the Office Professional 2010 software.

If you have a Mac, you can install and use Parallels Desktop for Mac with the Office 2010 Trial for PC for Units I - III, as it covers Office 2010 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.

Click here to get a copy of Office 2010 for $99.95. 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 an e-mail address.

Student Data Files

You will need the Student Data Files provided by the publisher in order to complete the assignments in the reading and on the assessments. These can be found on the companion website.

Troubleshooting Student Data Files

International Students - If you are experiencing difficulties when downloading the student data files please attempt the following method:

2. Enter the ISBN number found on the back of the book at the “Find Your Book” search box located at the top of page.
3. You can then download the provided “Data Files for Students”.

ITC 3001, Personal Computer Fundamentals
If you are still unable to download the student data files please contact your course professor for assistance.

**Students with a Mac** – If you are experiencing difficulties when opening the student data files please attempt the following method:

1. After downloading the files you will need to change the file extension from a .exe to a .zip. This will allow these files to be opened.

**Course Learning Objectives**

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

1. Identify and explain the components of a personal computer.
2. Demonstrate an understanding of basic Windows operations.
3. Demonstrate the ability to use basic functions within Windows Explorer.
4. Create and edit documents in Microsoft Word.
5. Demonstrate the ability to use common functions in Microsoft Word.
6. Create and edit spreadsheets within Excel, including using formulas and formatting.
8. Create and edit a database using Microsoft Access.
9. Describe the components of PowerPoint and demonstrate their use by creating and editing presentations.

**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.
4. **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.
5. **Discussion Boards**: Discussion Boards are a part of all CSU term courses. Information and specifications regarding these assignments are provided in the Academic Policies listed in the Course Menu bar.
6. **Assessments**: This course contains eight unit assessments, one to be completed at the end of each unit.
7. **Learning Activities**: These non-graded activities are found in each unit and are designed to assist students in their course of learning.
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/unsubscriptions to these forums are provided below.

[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**

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<tr>
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<tbody>
<tr>
<td>Discussion Board (8 @ 2.5%)</td>
<td>= 20%</td>
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<tr>
<td>Unit Assessments (8 @ 10%)</td>
<td>= 80%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>= 100%</td>
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**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.
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.

### Unit I: Introduction to Computers

| Review:                         |☐ Unit Study Guide  
<table>
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<tr>
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<tbody>
<tr>
<td><strong>Learning Activities:</strong> Complete the exercises for Introduction to Computers online at <strong><a href="http://www.scsite.com/ic8/learn">http://www.scsite.com/ic8/learn</a></strong></td>
<td></td>
</tr>
<tr>
<td>Read:</td>
<td>☐ Introduction to Computers</td>
</tr>
<tr>
<td>Discuss:</td>
<td>☐ <strong>Discussion Board Response:</strong> Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)</td>
</tr>
<tr>
<td>Submit:</td>
<td>☐ <strong>Assessment</strong> by Tuesday, Midnight (Central Time)</td>
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**Notes/Goals:**

### Unit II: Essential Concepts and Skills

| Review:                         |☐ Unit Study Guide  
<table>
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<tr>
<td><strong>Learning Activities:</strong> Complete the exercise for Office 2010 and Windows 7: Essential Concepts and Skills online at <strong><a href="http://www.scsite.com/wd2010/learn">http://www.scsite.com/wd2010/learn</a></strong></td>
<td></td>
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</tbody>
</table>
| Read:                           |☐ **Office 2010 and Windows 7: Essential Concepts and Skills**  
| Discuss:                        |☐ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
| ☐ **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) | | |
| Submit:                         |☐ **Assessment** by Tuesday, Midnight (Central Time) |

**Notes/Goals:**
## Unit III  Introduction to Microsoft Word

| Review: | Unit Study Guide  
Learning Activities: Complete the exercises for Word 2010 Chapter 1 and 2 online at [http://www.scsite.com/wd2010/learn](http://www.scsite.com/wd2010/learn). |
|---|---|
| Read: | Word 2010 Chapter 1: Creating, Formatting, and Editing a Word Document with Pictures  
Word 2010 Chapter 2: Creating a Research Paper with Citations and References  
| Discuss: | Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | Assessment by Tuesday, Midnight (Central Time) |

### Notes/Goals:

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## Unit IV  Microsoft Word - Continued

| Review: | Unit Study Guide  
Learning Activities: Complete the exercises for Word 2010 Chapter 3 online at [http://www.scsite.com/wd2010/learn](http://www.scsite.com/wd2010/learn) |
|---|---|
| Read: | Word 2010 Chapter 3: Creating a Business Letter with a Letterhead and Table  
| Discuss: | Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | Assessment by Tuesday, Midnight (Central Time) |

### Notes/Goals:

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## Course Schedule

### Unit V
**Introduction to Microsoft Excel**

<table>
<thead>
<tr>
<th>Review:</th>
<th>Unit Study Guide</th>
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<tbody>
<tr>
<td>Learning Activity:</td>
<td>Complete the exercises for Excel 2010 Chapter 1 and 2 online at <a href="http://www.scsite.com/ex2010/learn">http://www.scsite.com/ex2010/learn</a></td>
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<table>
<thead>
<tr>
<th>Read:</th>
<th>Excel 2010 Chapter 1: Creating a Worksheet and an Embedded Chart</th>
</tr>
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<tr>
<th>Discuss:</th>
<th>Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)</th>
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<tr>
<td>Discussion Board Comment:</td>
<td>Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)</td>
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| Submit: | Assessment by Tuesday, Midnight (Central Time) |

### Unit VI
**Microsoft Excel - Continued**

<table>
<thead>
<tr>
<th>Review:</th>
<th>Unit Study Guide</th>
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<tbody>
<tr>
<td>Learning Activity:</td>
<td>Complete the exercises for Excel 2010 Chapter 3 online at <a href="http://www.scsite.com/ex2010/learn">http://www.scsite.com/ex2010/learn</a></td>
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<table>
<thead>
<tr>
<th>Read:</th>
<th>Excel 2010 Chapter 3: What-If Analysis, Charting, and Working with Large Worksheets</th>
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<tr>
<th>Discuss:</th>
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<td>Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)</td>
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</table>

| Submit: | Assessment by Tuesday, Midnight (Central Time) |

Notes/Goals:
## Unit VII: Databases and Microsoft Access

**Review:**
- Unit Study Guide
- **Learning Activity:** Complete the exercises for Access 2010 Chapter 1 and 2 online at [http://www.scsite.com/ac2010/learn](http://www.scsite.com/ac2010/learn)

**Read:**
- **Access 2010 Chapter 1:** Databases and Database Objects: An Introduction
- **Access 2010 Chapter 2:** Querying a Database

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- **Assessment** by Tuesday, Midnight (Central Time)

**Notes/Goals:**

## Unit VIII: Microsoft PowerPoint

**Review:**
- Unit Study Guide

**Read:**
- **PowerPoint 2010 Chapter 1:** Creating and Editing a Presentation with Clip Art
- **PowerPoint 2010 Chapter 2:** Enhancing a Presentation with Pictures, Shapes and WordArt

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- **Assessment** by Tuesday, Midnight (Central Time)

**Notes/Goals:**