Instructor’s Name---------------------------

Class Time: ----------------Class Room: ---------------------

Office Hours: -------------------------  
Other times by appointment


Prerequisites:

Course Objectives:

The objectives of the course are to meet student’s needs to use and understand microcomputer systems. Each student will become familiar with hardware components, binary numbers, use application software packages, explore the cyberspace through hands-on activities, and learn computer terminologies. After the exposure to the material covered, student should be ready to sit at any microcomputer system with confidence.

Course Description:

This course provides the student with the knowledge and skills to understand and use microcomputer systems for professional, home, and small business tasks. Application software packages are used to create various types of documents, and cyberspace exploration.
Course Outline By Topics:

First three weeks:
Ø Introduction to Computers
   1. Windows NT Fundamentals
   2. Internet, WWW and email
   3. Computer Systems
   4. Hardware/Software, Binary numbering systems

Third week:
Ø Word Process (MS Word)
   1. Project one
   2. Project two

Fifth week:
Ø Spreadsheet (Excel)
   1. Project one
   2. Project two

Seventh week:
Ø Database (Access)
   1. Constructing both databases
   2. Querying a database
   3. Maintaining a database using the design and update features of Access

Tenth week:
Ø Presentation (PowerPoint)
   1. Project one: Using the text model to create a presentation
   2. Project two: using clip art to create a slide show with sound

Tests:
Test will be given during the class period on the dates scheduled, and they will
Cover both the assigned reading and material covered in class. Make-up tests
Will not be given unless serious illness or injury prevents taking the test.
In the later case, certification by authorized personnel will be required.

**Evaluation:**
Class participation 10%
Assignment/Lab activities 20%
Tests (100 pts. Each) 50%
Final Examination 20%

**Ethical Responsibilities:** Students are also expected to demonstrate
ethical policies and practices in the course. Cheating will not be
tolerated (zero Tolerance) If caught, you will receive a zero.

**Grading Scale:**
90 and above = A
80-89 = B
70-79 = C
60-69 = D
Below 60 = F

**Attendance policy:** Shaw University attendance policy as described in the
University’s current catalogue. The student assumes
responsibilities for class attendance and tardiness. Consequences
For non-attendance or tardiness are:
A) Loss of points on the assignments
B) Withdrawal from class with falling grade
C) Lowering of grade

**USE OF THE SHAW UNIVERSITY LIBRARY**

It is imperative that you familiarize yourself with the instructional materials that
are available to you in the James E. Cheek library on campus. Not only are there
numerous books, periodicals, magazine articles, encyclopedias, and newspapers
on hand for your perusal in our Library. There are course textbooks and related
instructional materials that your professors have placed On Reserve for you as
well. In addition, there you will have access to state-of-the-art computers and
laptops, which help to place the world virtually at your fingertips. Don’t wait
another day.
Become a regular patron at the James E. Cheek Library here on the campus of
Shaw University. You’ll become a far better scholar, a more capable and well-
rounded intellectual, and a sharper and more competitive individual. It’s your
library. Use it!
Library holdings are to be used on a regular bases
REMARKS:
The department reserves the right to alter any part of this syllabus without the consent of the students or school authorities. Cell phones must be in silent mode during class period. Students are not permitted to surf the Internet or play with the mouse when lecture is in progress unless directed by the Professor. Violators will be seriously dealt with.