

# CS100 Computer Concepts and Applications Syllabus, Fall 2009

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Classroom: Blocker 12  
Meeting time: MW 3:00pm - 4:15pm  
Office hours: MW 12:30pm - 1:30pm, W 4:15pm – 6pm and by appointment

Catalog description: In this survey of computer concepts and applications, topics include the historical development and future of computers, applications software including word processors, spreadsheets, database, and presentation software, Web page development and programming using HTML, and the social concerns that have arisen with the widespread use of the computer. Offered each semester.

### *Textbooks:*

1. Computer Concepts and Applications, course pack by John Wang, Virginia Wesleyan College Bookstore.
2. Microsoft Office Excel 2007 Brief, by O'Leary, Irwin/McGraw-Hill.
3. (Recommended) HTML 4 for the World Wide Web, 4<sup>th</sup> Ed., by Elizabeth Castro, Peachpit Press.

### *Course goals:*

1. To learn the basic computer technologies including hardware/software structures, concepts, and terminologies.
2. To learn and practice the common application software, such as Microsoft Word, PowerPoint, Excel, and Access.
3. To learn HTML and design personal Web pages.

### *Evaluation:*

1. There will be 5-10 assignments.
2. There will be two tests (100 points each) and a final comprehensive exam (200 points). There may be mini-tests and quizzes if needed. NO MAKE-UP tests will be given. Please do NOT try to take it early or late also, especially the final exam.

### *Grading strategies:*

1. Assignments, quizzes, and participation have a weight of 35%.
2. Tests have a weight of 35%.
3. The final exam has a weight of 30%.

The final score will be calculated as a percentage of points earned versus total points possible, with the final letter grade being assigned according to the scale as follows:

A (93 or above)		A- (90 – 92)
B+ (87 – 89)	B(83 – 86)	B- (80 – 82)
C+ (77 – 79)	C (73 – 76)	C- (70 – 72)
D+ (67 – 69)	D (63 – 66)	D- (60 – 62)
F (59 or less)		

*Attendance policy:* Attendance is *required*. Absence will be excused only at the discretion of the instructor. A maximum of four absences will be excused. Excessive absence will reduce your grade one letter for each absence in excess of four.

*Accommodations for students with special needs:* In order to arrange accommodations for a disability, the student must register with the college's disability services coordinator, Fayne Pearson (x3246 or fpearson@vwc.edu). Based on an evaluation of the student's documentation and discussion with the coordinator, reasonable accommodations will be determined. The instructor will be notified at the designation of the student.

*Course outline:*

<i>Week</i>	<i>Date</i>	<i>Contents</i>
1	08/24, 08/26	Introduction
2	08/31, 09/02	Computer hardware
3	- 09/09	Binary and hex
4	09/14, 09/16	Computer development
5	09/21, 09/23	Software
6	09/28, 09/30	Programming concepts. <i>Test I</i>
7	10/05, 10/07	Information technologies
8	10/12, 10/14	MS-Word
9	10/19, 10/21	MS-PowerPoint, and Excel I
10	10/26, 10/28	MS-Excel II
11	11/02, 11/04	MS-Excel II, and Access
12	11/09, 11/11	MS-Access. <i>Test II</i>
13	11/16, 11/18	HTML
14	11/23 -	HTML
15	11/30, 12/02	XML, CSS, and JavaScript

*Test I:* Wednesday, September 30, 2009

*Test II:* Wednesday, November 11, 2009

*Final Exam:* Friday, December 11, 3:00pm - 5:30pm