

# Introduction to Computers

## CPT 111

### Course Syllabus

#### 1. Course Summary

CPT 111 is meant to be a computer fundamentals course. Although some prior computer knowledge would be helpful it is not necessary. CPT 111 will begin with an examination of the microcomputer better known as the PC or IBM compatible computer. Basic hardware and software will be discussed. However this course is intended to assist the student use the computer efficiently and effectively in other classes.

CPT 111 will focus on computer use rather than programming. To achieve this goal assignments will be based on specific computer skills such as word processing, spreadsheets, graphics, E-Mail, and the World Wide Web.

#### 2. Course Goals

- 1) Understand basic computer hardware and their functions.
- 2) Understand basic operating systems and how to customize your interface.
- 3) Understand and use Microsoft Word.
- 4) Understand and use Microsoft Excel.
- 5) Understand and use graphics in Word and Excel.
- 6) Learn to make a computer presentation.
- 7) Learn and use E-Mail.
- 8) Utilize the World Wide Web (WWW).

#### 3. Course Policies

Problems:

If you have any problems that might affect your performance in this course I encourage you to discuss them with me as soon as possible. This would include illness, work conflicts, family issues, special needs, or anything else that might hinder you.

Attendance:

I do not take attendance per se. Meeting only once a week is tough. Missing just one class is a lot, and it is difficult to catch up. So I urge you to attend all classes.

Assignments:

CPT 111 is designed to be a mastery type class. There will be 14 assignments over the course of the semester. The majority of the assignments will be take home. The assignments will be completed and handed in. If the assignment is not acceptable it will be handed back so that the student will have the opportunity to revise it. By this process the student will

continue to improve each assignment to the point that the particular task has been mastered.  
The final grade will be determined by the number of mastered assignments completed.

**4. Textbooks** (textbook is not required)

**5. Instructor**

Dean M. Ballotti

494-2592 Day

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## Course Outline

Meeting	Date	Assignment
1		Review of Windows 95 operating system.
2		Microsoft Word: Learning how to format.
3		Microsoft Word: Using Mail Merge.
4		Microsoft Word: Using tables.
5		Microsoft Word: Newsletters
6		Microsoft Powerpoint: Using graphics, making a card.
7		Microsoft Powerpoint: Making a presentation
8		Learning to use a scanner. Importing an image into a document.
9		Microsoft Powerpoint: Using drawing tools
10		Microsoft Excel: Using a spreadsheet with embedded formulas.
11		Microsoft Excel: Using Charts.
12		Modifying graphics and importing into a document.
13		Using E-Mail.
14		Searching the World Wide Web (WWW).
15		Work Day.
16		Last day assignments will be accepted