Course Title:	Introduction to Computers
Course Number:	TC101
Instructor's Name:	Robert Kelley
Phone:	617-578-7100
e-mail:	bkelley@gibbsboston.edu
Resource Site:	www.webkelley.com/gibbs
Course Length:	11 Weeks
Office Hours:	Tuesday 5-6 pm room 402
Textbook:	Discovering Computers 2005 Shelly Cashman Varmaat Series Microsoft Office 2000 Professional Edition Michael Halvorson

Course Description: This course provides an integrated view of the components of today's operating systems. Topics include working with windows programs, managing and creating folders and files, customizing the desktop, maintaining programs and computer disks, disk backup, and managing hardware. Practice in graphic interfaces is provided for all applications.

Objectives:
1. To provide an introduction to computers as they are used in the business, computer, and design industries.
2. To demonstrate methods of troubleshooting and basic PC maintenance.
3. To introduce students to office applications and the reasons for their use in the workplace today.
4. To familiarize students with contemporary design software and multimedia available on the Internet, and to introduce the terminology and advantages of this new technology.
5. To establish e-mail addresses for all students.

Instruction Methods: This course uses a variety of instructional methods, including group interaction, lectures, demonstrations, critiques, and studio projects. Emphasis will be placed on developing individual software proficiency for each student. Students will work in a laboratory setting on computer-manipulated projects that will investigate different historical and contemporary computer concerns.

Grading: Students' performance shall be determined by their demonstrated proficiency in using the both the Macintosh and PC computer environments, a proficiency that is measured through examination according to the following criteria:

1. Classroom participation (10%).
2. Exams (70%).
3. Completion of all required class projects (10%).
4. Library Research Paper on Contemporary Design and Business Technology or Internet Ethics (10%)

Course Schedule:

Week 1: April 11   Introduction to course description and syllabus.
                               Review of course materials and textbooks, complete skills
                               survey. Importance of good note taking skills.
           Lecture: Computer History & Overview
           Lab: Computer basics mouse, click and drag
                               E-mail registration http://hotmail.com or
                               http://mail.gibbsboston.com
           Assignment: Chapter 1 in Discovering Computers 2005

Week 2: April 18   Introduction to Computers, review of Chapter 1
           Lecture: Difference between Operating Systems and Applications
           Lab: File organization, Storage Options, locating files
           Assignment: Read Chapter 8 Operating Systems: Page 391-404 in
                               Discovering Computers 2005

Week 3: April 25   Operating Systems: Windows XP Review Chapter 8
           Lecture: GUI interface, Start menu, Explorer, OS Features
           Lab: Practice locating & saving files, creating shortcuts
           Assignment: Read Chapter 8 Operating Systems: Page 404-415 in
                               Discovering Computers 2005

Week 4: May 2   Advanced Operating Systems and Networks:
           Lecture: The control panel, device manager, desktop.
           Lab: Visit to the Mac lab for O.S. Comparison.
           Assignment: Review notes and Chapter 1, 8 and 9 for Quiz #1
                               Read Chapter 3 Application Software
                               Bring Microsoft Office XP Textbook for week 5

Week 5: May 9   Midterm and Introduction to Application Software
           Lecture: Application Software
           Lab: MS Word Tutorial using clip art, charts, text
           Assignment: Microsoft Office XP PowerPoint (Section A-1)

Week 6: May 16   Microsoft PowerPoint 2002
    Lecture: Creating presentations with PowerPoint
    Lab: Using PowerPoint for presentations
    Assignment: Microsoft Office Excel 2002 (Section A-1)

Week 7: May 23   Applications: Microsoft Excel
    Lecture: Spreadsheets & databases
    Lab: Create excel document, simple formulas and charts.
    Assignment: Chapter 4: The Components of a System (Pages 180 – 190)
                         in Discovering Computers 2005

Memorial Day Weekend
Week 8: May 30   Introduction to Computer hardware
    Lecture: Review of Chapter 4
    Lab: How does the computer process information?
    Assignment: Chapter 4: The Components of a System (Pages 191-210)
                         in Discovering Computers 2005

Week 9: June 6   Computer Hardware II
    Lecture: Bits, Bytes and Storage. How do the hardware, operating
                         system and applications interact?
    Lab: We will dissect a PC, expansion cards, ram and storage
    Assignment: Read Chapter 9 Communications and Networks:
                         Page 480-494 in Discovering Computers 2005

Week 10 June 13   Networks and Communications
    Lecture: Review of Chapter 9
    Lab: Analog vs digital, and networks
    Assignment: Review Chapter 4 and 9 for Final
                         in Discovering Computers 2005

Week 11: June 20   **Final Exam**

Library Resources: In addition to the course textbook, classroom projects will utilize the Internet and Library resources. Students will use the Library, Internet, and Periodicals collection to research computers as they are used in contemporary business, and will use this research as a means of improving their own work. Students will write a paper on contemporary technology or Internet ethics, referencing new industry software and hardware, the advantages and problems involved with it, and the resulting introduction of new job positions. The Library can special order books on request. Students can also access the Internet and www.cecybrary.com database through Library workstations and classroom computers.