FAR EASTERN UNIVERSITY
INSTITUTE OF ARTS AND SCIENCES
Department of Information Technology

Course Code: **C1A1Y**

Course Title: **Computer Concepts/Computers & Society**

Course Prerequisite: **None**

Course Credit: **3 units**

Course Description: The course covers the discussion on the basic concepts in the computer system, Windows Operating System, advanced topics on Word Processing, Electronic Spreadsheet and Presentation Software using MSOffice 2007, Internet, and the basics of Adobe CS4 software such as Photoshop, Dreamweaver and Flash.

General Course Objectives: At the end of the course, the students are expected to:
1. Be able to use the office productivity tools in preparing documents, financial reports and presentations;
2. Use Adobe CS4 software in creating an animated logo or banner, manipulate and retouch photos;
3. Create a personal website and may publish finished projects in MSOffice, Flash and Photoshop.

Course Content:

Week	Learning Objectives	Focal Points/Topics	Competencies	Teaching Strategies	Values	Evaluative Measures
1 – 3	• Understand the computer system including its components, functional elements and computers and	• Components of the Computer System • Functional elements of a Computer System • Computers and Society • Windows Operating XP	• Ability to identify and differentiate the different components of a computer system • Learn how to load/boot the computer and understand the value of	Lecture/Discussion Demonstration	Patience creativity	Recitation Quizzes Hands on Exercises

Week	Learning Objectives	Focal Points/Topics	Competencies	Teaching Strategies	Values	Evaluative Measures
	society • Understanding how operating systems work • Know the special techniques in performing special commands in MSWord 2007	operating systems • MSWord 2007's tables, columns, and mail merge	an operating system • Use the techniques of mail merging, creating tables and columns capability of MSWord 2007			

4 – 6	• Understand formulas and functions of MSExcel 2007	• Formulas and Functions of MSExcel 2007
		   • Create and use simple formulas
		   • Show the relationships between formulas and cells
		   • Correct common errors in formulas
		   • SUM, VLOOKUP, COUNT, COUNTA, AVERAGE, PRODUCT, MAX, MIN, SUMIF, IF
		   • MSExcel specifications and limits
		   • Charts
			• Create and complete a worksheet using the different formulas
			 • Create different types of charts by simply identifying the axes needed
				Lecture/Discussion Demonstration	Creativity Diligence Cooperation	Quizzes Hands on Exercises Groupwork

			PRELIMS			
7 – 9	• To know the different styles of how presentations are created in MSPowerPoint	• Presentation basics • Word Art and Shapes, working with tables, and charts • Inserting Movies and Sounds	• Create a presentation and add sounds or movies, add animation effects • Format slides or presentations	Lectures/Discussions Demonstration	Creativity Patience	Hands on Exercises Group Project

Week	Learning Objectives	Focal Points/Topics	Competencies	Teaching Strategies	Values	Evaluative Measures
		• Animating text and objects • Using transitions and the slide master • Hyperlinks and action buttons	• Use templates and slide masters • Use the slide master view and apply changes to slides • Inserting hyperlinks			
10 – 12	• Understand how Internet started • Importance of being connected online • Know the latest online tools and technologies	• What is the Internet? • How is the Internet used? • Connecting to the Internet • Browser Basics • Search Engines and Strategies	• Recognize the different websites available for surfing • Appreciate the convenience of getting things done while sitting.	Demonstrations Lecture/Discussion	Patience	Quizzes Hands on Exercises
MIDTERMS						
13 – 14	• Learn the basics of Photoshop	• Introduction to Adobe Photoshop CS 4 environment • Different Tools in Photoshop • Manipulating Layers and palate • Creating Masks and Paths	• Develop creativity and patience and resourcefulness	Demo/Discussion	Creativity	Quiz Assignment Laboratory Exercise Group Activity
15 – 16	• Know the Adobe Flash CS 4 Interface and Learn how to create Animation and add Effects	• Introduction to Adobe Flash CS 4 environment • Drawing in Flash • Working with Text/Graphics • Creating Animation by Frames • Key Frames and Effects Sound	• Develop originality and creativity	Demonstration	Creativity	Quiz Assignment Laboratory Exercise

Week	Learning Objectives	Focal Points/Topics	Competencies	Teaching Strategies	Values	Evaluative Measures
17 – 18	• Know the Adobe Dreamweaver CS 4 Interface, and learn Basic Web Authoring	• Introduction to Adobe Dreamweaver CS 4 environment • Designing a Page • Adding Content to a Page • Creating Links • Working with Graphics • Creating Tables • Using Multimedia and Adding User Interactivity	• Develop creativity and originality	Demonstration Discussion	Creativity	Quiz Assignment Laboratory Exercise
FINALS						

Textbook:

References:

Gary B. Shelly, (2008*), Microsoft Office Excel 2007: Comprehensive Concepts* and Techniques, Shelly Cashman Series.
Gary B. Shelly, (2008), *Microsoft Office Word 2007: Comprehensive Concepts and Techniques*, Shelly Cashman Series.
Gary B. Shelly, (2008), *Microsoft Office Powerpoint 2007: Comprehensive Concepts and Techniques*, Shelly Cashman Series.
Bauer, Peter, 2008, *Photoshop CS4 for Dummies (For Dummies (Computer/Tech*)), Wiley Publishing, Inc.
Kerman, Philip and Beighley, Lynn,(2009) *Sams Teach Yourself Adobe Flash CS4 Professional in 24 Hours*.
Sulivan, Stephanie and Rewis, Greg,(2009)*, Mastering CSS with Dreamweaver CS4*.
PAdova, Ted and Murdock, Kelly L.(2009), *Adobe Creative Suite 4 Bible (Paperback), Wiley Publishing*, Inc.

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www.irmt.org/documents/educ...sector.../IRMT_**computer**_sys.pdf
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www.theosfiles.com/**os_windows**/ospg_w98.htm
http://www.word07.com/
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www.ppt07.com/
www.entheosweb.com/flash/default.asp

Computation of Grades:

Submissibles/Reports 30%
Quizzes 50%
Recitations, Assignments 20%

Passing mark = 60%
1. Class Standing
   - Transmute every raw score in each criterion (quizzes, recitation, assignment, laboratory exercises)
   - Under each criterion, add all the transmuted scores, then, divide the sum by the number of assessments given.
   - Multiply the grades by the assigned weight prescribed by each institute.
2. Prelim Grade
   - PG = 2 (CS) + PX / 3
   - PX, MX, FX = transmuted raw score of the exam
3. Midterm Grade
   - Compute CS
   - CA = 2 (CS) + MX / 3
   - MG = 2 (CA) + PG / 3
4. Final Grade
   - Compute CS
   - CA = 2 (CS) + FX / 3
   - FG = 2 (CA) + MG / 3

Grade Point Equivalent

Percentage Grade	Point System	Descriptive Equivalent
	1.00	
95 – 100	1.25	Superior
90 – 94	1.50	
86 – 89	1.75	Very Good
82 – 85	2.00	
78 – 81	2.25	Good
74 – 77	2.50	
70 – 73	2.75	Fair
65 – 69	3.00	
60 – 64	5.00	Barely Satisfactory
Below 60		Failure

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