

CSC 105 – Introduction to Computers

Spring 2018

Topics	Weeks of	Details
Word	1/8	Your Life, Your Career
		Introduction of MS Office Word
		Creating a Newsletter
	1/16	Working with Tables and Email merge
	1/22	Additional Readings: Writing Styles, Guidelines and Citations, Collaboration tools
Quiz - 1 Assignment - 1		
Excel	1/29	Introduction to MS Excel
		Quantitative analysis using simple formulas
	2/5	Presenting excel data in various charts
	2/12	Additional Readings: Use excel data sets and tables to manage large volumes of data
		Midterm Exam Review Quiz - 2 Assignment - 2
Mid Term	2/19	Midterm - Topics covered during first half of the course
PowerPoint	2/20	Introduction to MS PowerPoint
		Using templates to create presentations
	2/26	Creating and modifying shapes. Create Smartart
	3/12	Additional Readings: Inserting and transforming pictures. Adding video and audio to PowerPoint
		Assignment – 3 Assignment-4
Access	3/19	Introduction to MS Access - Database fundamentals
	3/26	Table and query design
	4/2	Calculated fields in query. Using expression builder
		Additional Readings: Creating and using professional forms and reports
		Quiz – 3
Web Pages Programming Fundamentals	4/9	Reputation, Privacy and Security
	4/16	History of the Web, Notepad, HTML, Wireframes
	4/23	Creating Webpage, Programming Fundamentals
		Final exam Review Quiz - 4
Final Exam	TBA	Final - Topics covered during second half of the course