SYLLABUS
IS 241
COMPUTER CONCEPTS AND APPLICATIONS

SPRING SEMESTER 2021
(24th Feb 2021 – 26th May 2021)

INFORMATION COURSE

COURSE NUMBER: IS 241
COURSE NAME: Computer Concepts and Applications

COURSE DESCRIPTION

The aim of this course is to introduce basic computer concepts and its applications. Student will also learn and practice Microsoft Office (Word, Excel, Power Point) and study the use of these applications in business and commerce.

OBJECTIVES

After finishing this course, the student should be able to:

1. List and describe the hardware and software components of a computer system.
2. Maintain file systems, and run applications.
3. Use a word-processing application to create, modify, save, and preview fully featured, academically formatted documents.
4. Use an electronic-spreadsheet application to create, save, modify, and preview a fully featured, multiple-sheet workbook.
5. Use a database application to create, save, populate, maintain, and query a database and to produce formatted reports.
6. Use a presentation application to create, save, modify, and show a multiple-slide presentation using various templates, designs, formats, objects, headers, footers, and animation and transition schemes.

PURPOSE

To develop the computer skills necessary for satisfactory performance in upper-level business courses, and to encourage further development of skills for effective participation in business organizations. Prerequisite for admission into upper-level business courses.

TEXT BOOK AND CORSE WARE

- Microsoft Office 2016 Step by Step. Curtis Frye, Joan Lambert. Microsoft Press, *2015*
- Microsoft Office Professional 2013 Step by Step. Andrew Couch, Ben M. Schorr, Beth Melton, Ciprian Adrian Rusen, Echo Swinford, Eric Legault, and Mark Dodge. Microsoft Press, *2013*

INSTRUCTOR:

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EVALUATION METHOD

Attendance	10%
Exam 1 – ICTconcepts	15%
Exam 2 – Word	15%
Exam 3 – Excel	15%
Exam 4 – PowerPoint	15%
Exam 5 – Final	30%
Total grade	100%

Attendance: student are required to attend on the course session. Any absence without prior notification and written evidence is subject to penalty. Grading of participation also takes into account students' readiness before entering the class and active involment during class time.

Tests: the purpose of the tests is to examine the students knowledge and undestandning gained in the previous session of the course. The test might contain multiple-choice, true false questions and/or excersie.

Cheating and plagiarism: One lower letter grade will be given for cheating and plagiarism and students will be required to retake the course.

ASSIGMENT OF GRADES

Grade	Total Score
A	90.0 and up
B	80.0 - 89.0
C	70.0 - 79.0
D	60.0 - 69.0
F	Below 60.0

Time schedule :
Tuesday morning from 8h30 am – 11h15 am
Location : D7- Ro.401

TENTATIVE SCHEDULER

Week	Contents	DATE	Note
1.	Introduction to Computers Concepts	26/09/2023	
2.	IT systems and Internet	03/10/2023	
3.	**Overview and Exam 1**	10/10/2023	
4.	MS Word	17/10/2023	Lab*
5.	MS Word (cont.)	24/10/2023	Lab*
6.	**Review Word and Exam 2**	31/10/2023	Lab*
7.	MS Excel	07/11/2023	Lab*
8.	MS Excel (cont.)	14/11/2023	Lab*
9.	**Review Excel and Exam 3**	21/11/2023	Lab*
10.	MS PowerPoint	28/11/2023	Lab*
11.	MS PowerPoint (cont.)	05/12/2023	Lab*
12.	**Review Power Point and Exam 4**	12/12/2023	Lab*
13.	Database	19/12/2023	
14.	Review overall	26/12/2023	
15.	**Exam 5 - Final: ICT, MS Word, Excel, Power point, Database…**	02/01/2024	

Requirements:

- Software needed for LAB: MS Word, MS Excel, MS access and MS power point of Microsoft Office 365 (free installation from HUST's student accounts)
- Internet connection
- Number of computers = number of students
- Lab* = students will practiser with computers

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