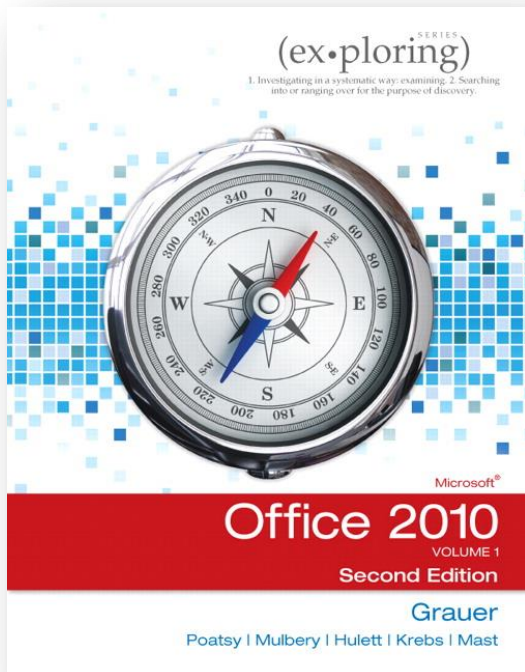


## Course : Computer applications 1



<b>Course title:</b>	<b>Computer Applications</b>
<b>Course Number:</b>	CSCI 1001
<b>Year:</b>	I
<b>Semester:</b>	First or Second
<b>Prerequisites:</b>	/
<b>Professor:</b>	Prof. Veno Pacovski , PhD CS
<b>Assistant Instructor:</b>	Natasa Anastasova Bojadzievska, MSc
<b>Duration of Course:</b>	45 hours
<b>Credit Hours:</b>	3ACTS/6ECTS
<b>Course Hours:</b>	on the schedule
<b>Room:</b>	on the schedule
<b>Meeting hours:</b>	After classes

### Instructor's contact details

**Cell phone:**

**e-mail:** anastasova@uacs.edu.mk

### Required text:

Exploring Microsoft Office 2010 Volume 1 by Robert Grauer, Mary Anne Poatsy, Keith Mulbery, Cynthia Krebs, Michelle Hulett, and Keith Mast. ©2011, published by Pearson Prentice Hall. ISBN 0-13-612232-9

### Course outline:

This is a hands-on course in which you will learn to use a computer to practice the three most popular programs within the Microsoft Office Suite (Word, Excel and PowerPoint). You will learn to be an intermediate level user of the Microsoft Office Suite.

Within the Microsoft Office Suite, you will use Word, Excel, and PowerPoint. Microsoft Word is a word processing program with which you can create common business and personal documents. Microsoft Excel is a spreadsheet program that organizes and calculates accounting-type information. Finally, Microsoft PowerPoint is a presentation graphics program with which you can develop slides to accompany an oral presentation.

**Course delivery:**

Class lecture will review key themes within the suggested textbook mainly in a form of ppt. Notes or outlines will be given to students for each lecture which should guide them in using the books.  
BOOKS ARE PRIMARY LEARNING MATERIALS.

**Attendance:**

Students should be present and punctual for all classes.

Regular class attendance will maximize your computer skills for your personal and professional future.

**Classroom rules of conduct:**

Be respectful of your instructor and fellow classmates at all times.

As a courtesy, please do not talk, type or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.

Refrain from “surfing” the Web during class, unless directed by your instructor.

Turn off cell phones.

Refrain from bringing food and drink into the classroom.

You are encouraged to work together to solve problems. However, you must complete your own work.

**Class policies:**

Cheating - It is expected that students will conduct themselves with integrity. If you cheat or assist others in cheating, you violate a trust.

Cheating includes but is not limited to the following:

- copy files or lend your storage device to another student
- copy answers on exams or glance at nearby exams
- print work for someone else
- turn in assignments that have been used in other classes
- purchase or sell assignments or exam materials

If you cheat, some or all of the following actions will be taken:

- You will receive a lower point score up to and including a zero for that particular assignment or exam.
- A report of the incident may be forwarded to the Dean of Student Services. The Dean may file the report in your permanent record and/or take further disciplinary action

### Evaluation and grading

You will be evaluated based on your combined performance on class attendance, class participation and homework assignments and exams.

Performance	Evaluation [%]
Class attendance	20%
Homework and class activities	20%
Midterm exam	30%
Final exam	30%

Percentage of Possible Points	Grade
96-100%	A
90-95%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
Below 60%	F

### Course outline & assignment sheet

Every student should prepare two projects. The first one is an MSWord document. The second one is an MS Power Point presentation with no more than 10 slides.

Week	Read and Perform Steps	Homework	Due Date
1	Windows 7  Office Fundamentals and File Management	Homework 1	Next class
2	Word Chapter 1	Project MSWord	Midterm exam
3	Word Chapter 2		
4	Word Chapter 3		
5	Word Chapter 4		

6	<b>Exercises before midterm exam</b>		
7	<b>Midterm exam</b>	<b>Theoretical and practical part</b>	
8	<b>Excel Chapter 1</b>	<b>Homework 2</b>	<b>Next class</b>
9	<b>Excel Chapter 2</b>	<b>Homework 3</b>	<b>Next class</b>
10	<b>Excel Chapter 3</b>	<b>Homework 4</b>	<b>Next class</b>
11	<b>Excel Chapter 4</b>	<b>Homework 5</b>	<b>Next class</b>
12	<b>PowerPoint Chapter 1</b>	<b>Project MSPPT</b>	<b>Next class</b>
	<b>PowerPoint Chapter 2</b>		
13	<b>PowerPoint Chapter 3</b>	<b>Project MSPPT presentation</b>	
	<b>PowerPoint Chapter 4</b>		
14	<b>Exercises before final exam</b>		
15	<b>Final Exam</b>		