

MASTER SYLLABI

4/1/04

MINNESOTA SCHOOL OF BUSINESS
GLOBE COLLEGE
TECHNICAL COURSE SYLLABUS

COURSE NUMBER: **NT105** COURSE TITLE: FUNDAMENTALS OF COMPUTER TECHNOLOGY
COURSE LENGTH: 12 WEEKS CREDIT HOURS: 4
PREREQUISITES: NONE CONTACT HOURS: 50 (LECTURE 30 / LAB 20)

TEXT: DISCOVERING COMPUTERS 2004, CONCEPTS FOR A DIGITAL WORLD, WEB ENHANCED (Complete),
Shelly, Cashman, Vermaat Course Technology

COURSE DESCRIPTION: This course is designed to provide students with a firm foundation in computer technology and to show how computers can be used to produce meaningful information. It will also provide students with an overview of the largest computer network in the world, the Internet. Students will learn the basics of software development, networking, databases, the World Wide Web, security, and ethics.

OBJECTIVES: Upon completion of this course, the student will be able to:

1. Describe the components and functions of personal computers.
2. Distinguish between the types of software, mainly application and operating systems software.
3. Differentiate between the main categories of computers.
4. Identify different types of input and output devices.
5. Distinguish between types of memory and storage.
6. Identify popular PC components and know if they are necessary in a system.
7. Identify the most popular operating systems and discuss the future of each.
8. Identify communication channels and the types of transmission media.
9. State the data and information hierarchy for maintaining data.
10. Identify the stages of the System Development Life Cycle.
11. Practice computer security safeguards.
12. Explain the basics of how and why the Internet works as it does.
13. Define and use the World Wide Web
14. Identify Telnet and File Transfer Protocol.
15. Define and use basic HTML.

COURSE OUTLINE:

	Topics & Class Activities	Required Reading
Lesson 1	Introduction to Using Computers Components Software Types of Computers	Discovering Computers Ch. 1 & 3 Checkpoint questions
Lesson 2	System Components Processing Cycle Data Representation Memory Storage	Discovering Computers Ch. 4 & 7 Checkpoint questions
Lesson 3	Input and Output Input Types Peripheral Devices Output Types Video Cards	Discovering Computers Ch. 5 & 6 Checkpoint questions

NT105
4/1/04

MASTER SYLLABI

Lesson 4	Operating Systems Communications Networks	Discovering Computers Ch. 8 As assigned by Instructor
Lesson 5	Databases and Information Management Information Systems Development	Discovering Computers Ch. 13
Lesson 6	Review and MIDTERM	
Lesson 7	The Internet World Wide Web	Discovering Computers Ch. 2
Lesson 8	Email Fundamentals	Discovering Computers Ch. 2
Lesson 9	Telnet and FTP	Discovering Computers Ch. 2
Lesson 10	HTML	Discovering Computers Ch. 15
Lesson 11	Computers and Society: etc	Discovering Computers Ch. 11
Lesson 12	FINAL EXAM	

INSTRUCTIONAL METHODS: Class sessions will consist mainly of instructor lectures, demonstrations, and projects. Students will be encouraged to utilize information on the Internet that is referenced throughout the textbook.

EVALUATION METHODS:

Assignments		200
Midterm	200	
Projects		200
Final		300
Participation		100
		1,000 Points

GRADING:

900 - 1000	= A
800 - 899	= B
700 - 799	= C
600 - 699	= D
599	= F