



Bethesda University

730 North Euclid Street, Anaheim, California 92801 Tel: (714)517-1945, Fax: (714)683-1440

GM 170 Introduction to Computer Fall 2015

Professor	
Class Hour: Mon 1:00-3:30 PM	Class Room: 301
Office: Room 309	Phone: 714-517-1945 (Ext 2025)
Office Hours/ Consultation: Mon 10:00 AM – 12:00 PM	E-mail: hyokim@buc.edu
TA: TBA (To Be Arranged)	Credit Unit: 3

A. Mission Statement

1. Bethesda University

Mission of the Bethesda University

Bethesda University is a Christ-centered community of higher education preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society.

2. Bethesda University General Education Mission Statement

The Mission of General Education at Bethesda University is to facilitate the acquisition and integration of knowledge, abilities, ethics and spirituality in order to form a foundation for lifelong learning through the interdisciplinary study.

B. Course's Academic Level and Place in Curriculum:

This is one of general education courses for all undergraduate students. This course may be taken at anytime. But, it fits best if it is taken at the first stage of your course of study.

C. Course Description

An introduction to the components, operation, care and purchasing of personal computers, including discussion of hardware (keyboard, screen, hard drive, motherboard, ram), basic software (Windows, one word processor), and Internet.

D. Course Objectives & Student Outcomes

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	Expected Student Outcomes	Assessment Used to Measure Outcomes
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Spiritually	Students will develop their spiritual mind by learning program in the use of religious purpose	36T
Intellectually	Students will be able to use MS Windows, Web Internet Browser, Email, Social Network, and Word processing	Skill test and Test
Socio-Emotively	Students will be able to understand variety usage of program	36T
Vocationally	Students will apply their knowledge to serve in church and community.	36T

E. Teaching/Learning Methods

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F. Required Textbook(s)

No.	Title	Author	Publisher	Library code	Year
1	초보자를 위한 컴퓨터 길라잡이	한현석	정보문화사		
2	컴퓨터와 인터넷 활용	김양희	대림출판사	025.04 7 753 ㄱ c.1	
3	Lecture Notes for Introduction to Computer class	김효인			

G. Recommended Reading and Other Course Resources (All reserved for reading)

Please, provide at least 5-10 recommended book on the subject and prioritize by importance and popularity. The library will try to buy those books if not already there.

No.	Title	Author	Publisher	Library code	Year
1	교회와 컴퓨터	이영재	컴퓨터선교회	261.52 o 792 c.1	
2	예제가 가득한 드림위버8 길라잡이	김연하	정보문화사		
3					
4					



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H. Course Calendar/Schedule, include the following

N	Date	Theme	Reading	Assignments
1	8/24	1. The understanding of Hardware and components of personal computer 2. Typing basic	Lecture Note	
Last Day to Request Add/Drop is Friday of First Week				
2	9/7	No School		
3	9/14	1. Windows 7 basic I (Control Windows, Understanding of Folder and File – create, rename, delete, copy & paste) 2. Windows 7 basic II (Control panel: Display, User Account, Regional Option, Language) 3. Understanding of using USB drive 4. Understanding of “Zip” file	Lecture Note	Skill Test 1
4	9/21	1. Understanding of Internet connection 2. Understanding of Internet Web browser (Internet Explorer, Web search) 3. Understanding of using School Library	Lecture Note	Skill Test 2
5	9/28	1. Understanding of E-mail and E-mail attachment of document, music, picture file 2. Understanding of Social Network (Facebook, Twitter, etc..) 3. Understanding of Media Player & MP3 Player (Music playback & Ripping)	Lecture Note	Skill Test 3
6	10/5	1. Understanding of Digital Camera & Picture editing by using of MS Picture Manager 2. Understanding of CD & DVD 3. Understanding of CD Burning by using of Nero 8 program	Lecture Note	Skill Test 4
7	10/12	1. Developing Web page – mini Homepage 2. Understanding of Video Editing(Windows Live Movie Maker)	Lecture Note	Skill Test 5
8	10/19	Mid-term Exam on Glossary terms in computer	Lecture Note	
Last Day to Request Grade Withdrawal “W” is Friday of 8 th Week				



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9	10/26	Word processing I - MS Word 2010	Lecture Note	Skill Test 6
10	11/2	Word processing II - MS Word 2010	Lecture Note	Skill Test 7
11	11/9	Word processing III - MS Word 2010	Lecture Note	Skill Test 8
12	11/16	Word processing IV - MS Word 2010	Lecture Note	Skill Test 9
13	11/23	Thanksgiving Break	Lecture Note	
14	11/30	Word processing V - MS Word 2010	Lecture Note	Skill Test 10
Last Day to Request Grade Incomplete "I" is Friday of 15 th Week				
15	12/7	- Final Exam on MS Word 2007 Processor - Final Project Due		

I. Assignments

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J. Evaluation/Assessment Rationale for Grade Determination

1. Grade Assessment

Class Grading Rubric is follows as; Attendance (10%), Participation (10%), Skill Test (30%), Mid-term Exam (30%), Final Project (20%)

2. Grade definition

- A Excellent
- B Good
- C Satisfactory
- D Poor
- F Failure

3. Grade scale

Letter Grade	Numeric Grade	Grade Points
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0



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D-	60-63	0.7
F	59 or below	0

K. Course Policies

1. Attendance, Preparation, and Participation:

- 1) If student miss over 20% of the class sessions, "F" will be given.
- 2) 매 주 있는 Skill Test 를 대비해서 잘 준비해 오기
- 3) 매 주 주어진 reading assignment 를 잘 읽고 오기

2. Deadlines:

None

3. Advance Assistance:

Advance Assistance 가 필요한 경우는 이메일 또는 전화로 미리 연락하여 약속을 정할 수 있음

4. Assignment Options:

None

5. Make up work:

None

6. Extra-credit work:

None

7. Emergency procedures:

응급사항이 생겨 수업을 참설할 수 없는 경우 반드시 수업시작 전에 이메일 및 전화로 연락

8. Other policies on Withdrawal and Grade Permanence, Academic Integrity, and Appeals and Grievance procedures refer to the Student Handbooks and Catalog.

- 1) ACADEMIC INTEGRITY: Plagiarism and cheating are unacceptable. Plagiarism is defined as the use of someone else's ideas, arguments or other original material without acknowledging the source.
- 2) INCOMPLETE POLICY:



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All course work is due on the dates assigned. Students who fail to submit assignments on time will be subject to the course's late grading policy. In all other cases and unless otherwise stated by the instructor, all course work is due by 4:00 p.m. on the last day of the semester.

A grade of incomplete will only be awarded to students who cannot physically complete their course work by the last day of the semester due to an avoidable situation such as a serious illness. In such cases, students must provide valid evidence of their condition. After a semester has ended it is no longer possible to request an incomplete. Incompletes will not be granted simply because of poor time management. Students who assume that an incomplete will be issued because they failed to finish their course work by the end of the semester will automatically receive a grade of F.

Incompletes must first be approved by the Academic Affairs office. To apply for an incomplete, students must fill out an incomplete-grade-request form and submit it to the office by Dec 2, 2014. After receiving approval from the office, the student must then obtain approval from his or her instructor.

L. Support Services

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M. Bibliography

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