BE 101. CO 101. IM 101
MICROBASED COMPUTER LITERACY

Introduction:

In recent years, microcomputers have infiltrated virtually every sector of business and personal life. They continue to increase in importance and power while their costs keep decreasing. They are rapidly becoming a common presence

intellectual skill whose concepts have inherent value analogous to
those of mathematical and logical reasoning, and to those of language

D.   Database Management

1.   Concepts and applications
2.   Skill development

a.   command structure
b.   creation and manipulation of databases

E.   Desktop Publishing/Graphics

Evaluation Methods:

The final grade for the course will be determined as follows:

Suggested
Percentages

1. Laboratory projects. Three laboratory projects — 30%
    covering wordprocessing, spreadsheet, and database
    manipulation.

2. Reaction papers. Library search and reaction to — 20%
    articles dealing with computer applications. A
    minimum of two reaction papers of this nature.

3. Quizzes and homework assignments. — 10%

4. Examinations/Tests. Two tests during the course — 40%
    of the regular teaching semester, and a final test at the
    end of the semester.
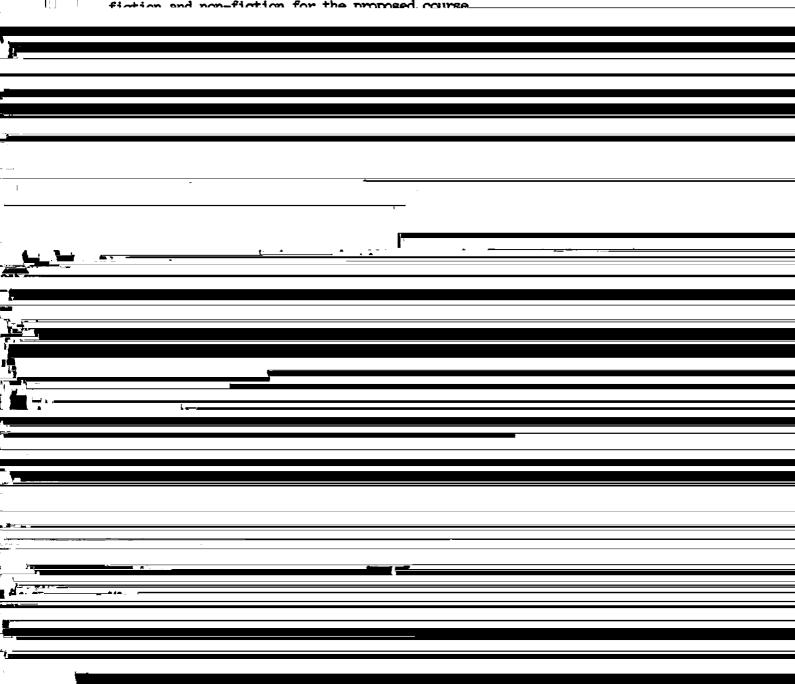
Support Equipment

At present, the microcomputer laboratories at IUP are insufficient and

Using WordStar
Using Microsoft Works
Using dBASE III Plus
Using Word Perfect
Using Page Maker

or other appropriate wordprocessing, spreadsheet, and/or file management and database management packages.

READING LIST
BE 101, CO 101, IM 101 - MICROBASED COMPUTER LITERACY

The following constitute a suggested reading list of substantial works of fiction and non-fiction for the proposed course.

15. Schneider, B. R., Jr., _Travels in Computerland_, Addison-Wesley, Reading, MA, 1974.

INDIANA UNIVERSITY OF PENNSYLVANIA
COMPUTER SCIENCE DEPARTMENT

LIBERAL STUDIES COURSE PROPOSAL
BE 101, CO 101, IM 101 MICROBASED COMPUTER LITERACY

PART I.   BASIC INFORMATION
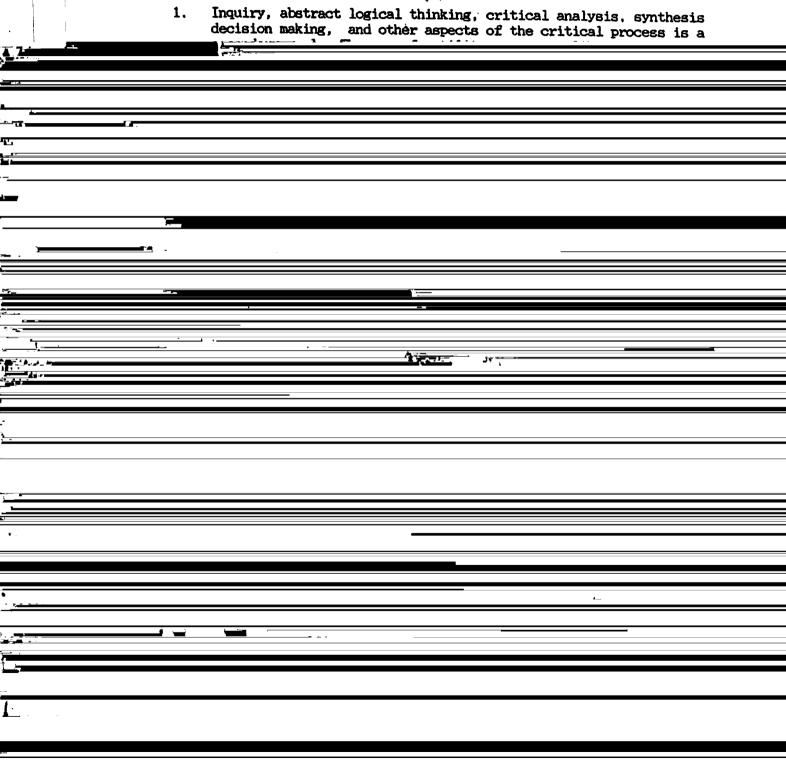
B____ The request is for regular approval.

<u>Explanation:</u>   Contribution to students' abilities

Major ethical issues which confront the world of computing include
software piracy misuse of information, and invasion of privacy. The

LIBERAL STUDIES COURSE PROPOSAL

Explanations:

Part II: Liberal Studies Goals Met

    A. Intellectual Skills and Modes of Thinking

        1. Inquiry, abstract logical thinking, critical analysis, synthesis
            decision making, and other aspects of the critical process is a

2. Use of Computing Technology. This is a primary goal. The