DLSHSI
DE LA SALLE HEALTH SCIENCES INSTITUTE
Nurturing Life

College of Humanities and Sciences
Lourdes E. Campos, MD Building
City of Dasmariñas, Cavite, Philippines
Trunk Lines: (63) (46) 481-8000 (63) (2) 988-3100
DLSHSI URL: www.dlshsi.edu.ph
CHS URL: https://sites.google.com/site/dlshsichs/

Local: 5007 (Dean's Secretary) | 1412 (Dean)
1345 (Dept. of Integrated Humanities and Sciences)
1408 (Dept. of Chemistry)
1115 (Chemistry Lab) | 1405 (Biology & Physics Lab)

COURSE SYLLABUS

DEPARTMENT	**:**	**Integrated Humanities and Sciences**
COURSE CODE/TITLE	**:**	**GE-COMP 101 / Basic Computer Concepts and Operations**
NUMBER OF UNIT/S	**:**	**3.0 units (2.0 units lecture, 1.0 unit laboratory)**
PRE-REQUISITE	**:**	**none**
ROOM	**:**	_____
INSTRUCTOR/PROFESSOR	**:**	_____
CONSULTATION TIME	**:**	_____

COURSE DESCRIPTION:

This course introduces the students to the basic concepts and operations of the computer. The first part of the course includes an introduction to computer programming which covers the computer number system, flow-charting and the definition of commonly used computer terms. This is followed by a description of the computer hardware, its terminals and connections. The students are subsequently trained to properly operate the computer and perform very basic steps in using computer applications (software). Moreover, they are introduced to the potential uses of the computer in medical education and practice, particularly the Internet, Electronic library, electronic mail, Statistical Programs and Packages, Word Processing, and Graphic software.

This course hopes to develop responsible use of the technology through critical and analytical utilization and manipulation of computer processes and software.

LEARNING OUTCOMES:

LO 1. Application of computing and information technology to assist and facilitate research
LO 2. Ability to negotiate the world of technology responsibly
LO 3. Problem-solving (including real-world problems)
LO 4. Basic work-related skills and knowledge
LO 5. Ability to contribute personally and meaningfully to the country's development
LO 6. Critical, analytical and creative thinking

LEARNING PLAN:

TOPICS	INTENDED LEARNING OBJECTIVES	TEACHING AND LEARNING ACTIVITIES	METHOD OF ASSESSMENT
Orientation Syllabus	Display knowledge of what are expected of them, the grading system, and the house rules for lecture and laboratory.	Discussion of the Expectations of both Professor and Students. Forum	
(Lecture) Introduction to Computer System Common Computer Terms 1. Input devices 2. Processing Unit/System unit 3. Output devices (Laboratory) Getting Started with Windows XP Start Windows and View the Desktop Meet the Document – Lesson 1 MS-Word	Identify the major components of computer system and their related functions. Introduce the concepts of basic operation of Windows XP. Perform basic MS-Word features.	Lecture / Lab session Interactive discussion Reporting Use of multimedia devices in the discussion Hands-on activity	Quizzes Assignments Graded recitation Hands on activities
(Lecture) Introducing computer system Exploring computers and their uses 1. Computers for individual 2. Computers for organization/company 3. Computers in society (Laboratory) Creating Documents with Word 2007 – Lesson 2 MS-Word Use Menus, Keyboard Shortcuts and Toolbars Use Dialog Boxes	Explain various ways computers designed for individual use. Identify types and explain the importance of computers used in various sectors of the society. Explore and understand the MS-Word document as a word processing software. Effectively use MS-Word shortcuts and toolbars keys.	Lecture / Lab session Interactive discussion Reporting Use of multimedia devices in the discussion Hands-on activity	Quizzes Assignments Graded recitation Hands on activities

(Lecture) Looking Inside the Computer System Parts of computer system a. Computer hardware a.1. Parts of computer hardware a.2. Essential computer hardware b. Software b.1. Categories of software b.2. System software b.3. Application software b.4. Other software (Laboratory) Header and footer basic – Lesson 3 MS-Word Decorate documents with backgrounds, borders, and text effects – Lesson 4 MS-Word Working with the Ribbon – Lesson 5 MS-Word	List the four parts of a complete computer system. Identify categories of computer hardware and software. Be able to define the role of user when working with a personal computer. Perform effectively the header and footer function of Ms-Word. Learn how to manipulate and apply the document backgrounds, borders and text effects. Identify ribbon as a menu and its sub categories.	Lecture / Lab session Interactive discussion Reporting Use of multimedia devices in the discussion Hands-on activity	Quizzes Assignments Graded recitation Hands on activities
FIRST COMPREHENSIVE ASSESSMENT			

TOPICS	**INTENDED LEARNING OBJECTIVES**	**TEACHING AND LEARNING ACTIVITIES**	**METHOD OF ASSESSMENT**
(Lecture) Programming languages and the programming process a. Evolution of programming language b. Categories of programming language b.1. Machine language b.2. Assemble language b.3. Higher-level language b.4. Third-generation language b.5. Fourth-generation language	Identify the main categories of programming languages. Describe the generations of programming languages. Describe some of the visual programming environment and how it is used.	Lecture / Lab session Interactive discussion Reporting Use of multimedia devices in the discussion	Quizzes Assignments Graded recitation Hands on activities

b.6. Fifth-generation language (Laboratory) Create your first workbook in MS-Excel-Lesson1	 Introduce MS-Excel as a spreadsheet application program.	Hands-on activity	
(Lecture) Processing data a. How computers represent data a.1. Number system a.2. Bits and bytes a.3. Text codes b. Data processing cycle c. Data representation d. Simple Binary computation d.1. Rules in addition of binary numbers d.2. Rules in Multiplying of binary numbers (Laboratory) Hands-on introduction –MS-Excel - Lesson 2 Enter formula –MS-Excel - Lesson - 3	Learn why computers use the binary system. Differentiate the evolution of text codes. Convert decimal number to binary number system. Perform basic operation in MS-Excel using basic commands. Use functions (prewritten formulas) to add up values, calculate numbers.	Lecture / Lab session Interactive discussion Reporting Use of multimedia devices in the discussion Hands-on activity	Quizzes Assignments Graded recitation Hands on activities
(Lecture) Algorithm and Flowcharting a. Define algorithm and flowcharting b. Flowchart as blue print of programming language c. The flowcharting symbols d. Problems d.1. Simple mathematical problem d.2. If – then – else statement	Differentiate algorithm and flowcharting. Identify the basic flowcharting symbols and its functions. Perform simple to complex flowcharting operations.	Lecture / Lab session Interactive discussion Reporting	Quizzes Assignments Graded recitation

d.3 Counters and looping (Laboratory) What dates means to Excel? Calculate dates using formulas – Lesson 3 – MS-Excel	Solve basic date's problem.	Use of multimedia devices in the discussion Hands-on activity	Hands on activities
SECOND COMPREHENSIVE ASSESSMENT			

TOPICS	**INTENDED LEARNING OBJECTIVES**	**TEACHING AND LEARNING ACTIVITIES**	**METHOD OF ASSESSMENT**
(Lecture) Computer virus and prevention a. Define computer virus b. Categories of computer viruses c. Effects of computer virus to our data file d. Most common computer virus e. Most common anti-viral softwares f. Preventing computer virus (Laboratory) Introduce the concept of functionality and operation of MS-Powerpoint as presentation softwares.	Describe the effects of computer virus to our database. Differentiate the different categories of computer virus. Introduce MS-Powerpoint as presentation software.	Lecture / Lab session Interactive discussion Reporting Use of multimedia devices in the discussion Hands-on activity	Quizzes Assignments Graded recitation Hands on activities
(Lecture) The Internet and the world wide web a. The Internet's history b. Internet's major services c. Understanding world wide web d. Using your browser and the world wide web	Understand the reasons for the Internet creation Identify major services you can access through internet.	Lecture / Lab session Interactive discussion Reporting	Quizzes Assignments Graded recitation

e. Searching the web (Laboratory) Apply a Design Theme	Apply the different design theme in creating a professional looking presentation.	Use of multimedia devices in the discussion Hands-on activity	Hands on activities
(Lecture) Healthcare informatics and information system a. Defining healthcare informatics and related terms b. Automated information systems in healthcare c. Healthcare computing personnel (Laboratory) Compare Presentation Views Use Slide Show Commands	Learn healthcare informatics using the concepts of data, information, knowledge and wisdom. Differentiate types of healthcare data. Identify selected types and levels of computer-related personnel. Differentiate between computer literacy, computer-assisted instruction and healthcare informatics. Apply and practice view commands.	Lecture / Lab session Interactive discussion Reporting Use of multimedia devices in the discussion Hands-on activity	Quizzes Assignments Graded recitation Hands on activities
THIRD COMPREHENSIVE ASSESSMENT			

FINAL COURSE OUTPUT:

As evidence of attaining the above learning outcomes, the students are required to do and submit the output as indicated.

LEARNING OUTCOME	REQUIRED OUTPUT	DUE DATE
At the end of the course, the student should be able to research and write a short paper discussing one of the following topics : 1. The use of computers in healthcare 2. Copyright and privacy issues 3. Preventing computer crimes 4. Using internet for pornography, child prostitutions and the like. When finished, the students should proofread and print their paper in a short bond paper (A4 size) and submit it to their professor. This research will be presented in the class.	Research Paper	March 11, 2016

RUBRIC FOR ASSESSMENT:

Criteria	Advanced 5	Proficient 4	Approaching Proficiency 3	Developing 2	Beginning 1	Score
Conventions	No spelling, grammatical or punctuation errors	Good use of vocabulary and word choice	Mid-level use of vocabulary and word choice	Low use of vocabulary and word choice	Poor use of vocabulary and word choice	
Organization **Presentation**	Information is clearly focused in an organized and thoughtful manner.	Information supports the solution to the challenge or question. Format is appropriate	Information has some inconsistencies in providing solution to the challenge or question.	Information loosely supports the solution. Presentation appears	Information does not support the solution to the challenge or question.	

	Multimedia is used to clarify and illustrate the main points.	for the content.	Presentation does not capture audience attention.	sloppy and/or unfinished.	The student fails to submit a presentation.	
Content	Information is gathered from a variety of sources.	Information is well thought out and supports the solution.	Information has some factual errors and inconsistencies.	Information has significant factual errors, misconceptions, or misinterpretations.	Information gathered is irrelevant.	

REQUIRMENTS AND ASSESSMENTS:

Aside from the final output, the students are assessed at other times during the term by the following:

Major Exams
Long Quiz
Laboratory Activities / Project
Class Participation
Seatworks
Research Paper
Compilation of MS Office Activities

LEVELS OF ASSESSMENT:

CRITERIA	PERCENTAGE
Lecture	
Major Exam	40%
Quizzes	30%
Oral Participation/Assignments	10%
Laboratory	
Hands-on (Compilation of Lab Activities)	20%
TOTAL	100%

COMPUTATION OF GRADES:

Each form of assessment will be computed as follows:

$$\text{ASSESSMENT SCORE} = \frac{\text{RAW SCORE}}{\text{TOTAL SCORE}} \times 50 + 50$$

At the end of the course, the final course grade will be computed as follows:

$$\text{FINAL COURSE GRADE} = \left(\frac{\text{PRELIM GRADE} + \text{MIDTERM GRADE} + \text{FINAL GRADE}}{3} \times 0.9 \right) + \left(\text{FINAL COURSE OUTPUT SCORE} \times 0.1 \right) = 100$$

REFERENCES:

Peter Norton (2006). Peter Norton's introduction to computers, 6th edition. McGraw-Hill International Edition
Joos, Whitman, Smith and Nelson (2006). Introduction to computers for healthcare professionals, 4th Edition. Jones and Barlett Publishers
Joos, Nelson and Whitman (2010). Introduction to computers for healthcare professionals. Philippine Edition, Jones and Barlett Publishers
Capistrano, Rolly (2005). Fundamental of programming techniques. Kaisa Publishing House, Laguna

OTHER REFERENCES:

Shelly, G. B. (2006). Microsoft office. 2003: Introductory concepts and techniques. Boston Mass: Thomson Course Technology.
Napier, A. H. (2000). Mastering and using microsoft office 2000 series: Beginning, intermediate, advanced, and comprehensive courses. Cincinnati: South-Western Educational Pub.
Courter, G. (2001). Mastering microsoft office XP. San Francisco, California: Sybex Inc.
Hinkle, D. Office 2000 advanced: A professional approach / Deborah Hinkle. New York: McGraw-Hill, c2000.
Computer Assisted Learning Software
2007 Microsoft Office System Retrieved from http://office.microsoft.com/en-us/training/HA102155661033.aspx

CLASS POLICIES:

1. Students are allowed 20% of the total number of school days or 14 hours of absences inclusive of tardiness. All absences after that shall mean excessive absences, which will merit a grade of 0.00. Attendance policies found in the Student Handbook apply.
2. Should the students fail to submit a requirement the following will be considered such that:

a. they will be given a score of zero (0) with a corresponding grade of zero percent (0%) in a requirement which is not submitted under the following conditions:
   a.1. they are given a chance to make-up for the said requirement and
   a.2. they are given enough time to work on the make-up requirement.
b. they will be given a score of zero (0) with a corresponding grade of zero percent (0%) in a quiz which is given during their absence, under the following conditions:
   b.1. the absence is unexcused;
   b.2. they are offered a make-up quiz and still fail to show-up during the given time and
   b.3. they are given enough time to prepare for the make-up quiz.
c. In case the students submitted a requirement given by the instructor/professor to make-up for their lost grade, a certain percent will be deducted on their actual grade.
   c.1. The deduction will be determined by the subject teacher.
d. Home works will be due at the beginning of the class. No homework shall be accepted thereafter.
e. Special major examinations are scheduled a week after the administration of the major examinations. No special examination will be given thereafter EXCEPT IN SPECIAL SITUATIONS. Moreover, there are no special practical examinations that will be given to those who failed to take it on the scheduled date.

4. Students are expected to participate in small-group exercises and/or other class learning activities.
5. Cellular/Mobile phones and the likes should always be in silent mode during class hours; the use of cellular phones is prohibited in class unless a special permission is sought. Tablets and laptops may be used to take down notes and may not be used to browse online resources at the time of discussion otherwise such devises will be confiscated throughout the duration of the class except with the permission of the professor.
6. Cheating and plagiarism in any form will merit a final grade of 0.00. To avoid cheating during examinations, handkerchief, jackets and gadgets like cellphones, tablets and calculators (teacher's prerogative) should be placed inside the school bags. Furthermore, these school bags should be placed in front of the teacher's table.
   a. Plagiarism is a form of cheating which will be strictly dealt with, in accordance to the provisions stipulated in the Student's Manual.
7. Any concerns (teaching, grades, interrelationship inside and relative to the class, etc.) should be properly addressed to the subject-teacher for appropriate action. Students may seek the help and guidance of their academic/registration adviser in resolving the issue with the subject–teacher.

All policies (attendance, tardiness, decorum, grievances, etc.) will be subject to the provisions of the latest version of the Student Handbook.

ENDORSED:	**RECOMMENDING APPROVAL:**	**APPROVED:**
MAY VELUZ G. SALANSANG, MSME	**ILUMINADA A. RONIO, MSc**	**MARGEL C. BONIFACIO, RCH, PhD**
Cluster Coordinator, Mathematics and Computer	*Department Chair*	*Dean*