《the Computer foundation 》 teaching basic request

1.General introduction

(A)   The course's position

　　《The computer foundation 》is an important profession foundation course of science and engineering teaching plan. This course introduces the general knowledge of the computer system and the usage of the Windows, Office.

(B)   The teaching's purpose and mission

　　《The computer foundation》 is primer course to study computer knowledge .Through the teaching and learning, make the student's first step in the computer operating system's general knowledge, and prepare to the further study of the computer courses.

(C) This course characteristics

　　This course, include the general knowledge and the training of computer operating ability for the beginner.

　　The gross of this course times for 32hours, the classroom teach to 20 hours, experiment to 12 hours.

2. text   part

(a) computer summary (1   hour)

1.Producing and the development of computer

2.The classification and the characteristics of the computer

3.The computer's applied realm

(b) Computer system foundation

1.Hardware system foundation

(1) Number system and its conversion (1 hour)

　　Binary system, eight system, sixteen system and common use number system;

　　Number system conversion.

(2)The information codes knowledge (2 hour)

　　Machine number,

　　Definition of original code, versa code, repair code and convert;

　　BCD code , ASCII code;

(3)The basic concept of the arithmetic calculates and the logic calculate (2   hour)

　　The calculate method of binary system and ten system;

　　The basic calculates of the logic algebra;

(4) Data unit   (1 learn hour)

　　The basic concept of bit、Byte、word.

(5)The computer's main parts (2 learn hour)

CPU, inside memory, outside memory , input device, output device, bus.

2.Software system foundation

(1) The constitutes of the software system   (1 learn hour)

(2) The relation of the software and hardware   (1 learn hour)

(3) Operate system application (4 learn hour)

DOS system definition 、function 、order.

WINDOWS95/98 basic operation

(4) The first step usage of OFFICE (4 learn hour)

WORD usage and EXCEL, POWERPOINT usage

(5) Computer network knowledge first step (1.5 learn hour)

The computer network. Concept and classification、 MODEM、 Internet、
E- mail、 WWW .

(6) Computer virus common sense (0.5 learn hour)

Producing of computer virus、definition、 characteristics、category、prevention.

3. Experiment part

Experiment one   DOS usage   (2 learn hour)

Practice DIR, CLS, VER, TYPE, COPY, RENAME, DEL, MD, CD, RD,
FORMAT, CHKDSK, TREE

Experiment two WINDOWS95s/98 usage first step

1.WINDOWS95/98 basic operation (2 learn hour)

2.The usage of "My computer of" and " resources management   "
" control panel"   (2 learn hour)

Experiment three OFFICE usage first step

1.WORD usage   (2 learn hour)

2.EXCEL, POWERPOINT usage   (2 learn the hour)