



University of Central Oklahoma

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Computer Technologies for Communication in a Global Society (COMSC 1053)

College of Mathematics and Science - Computer Science Department

FALL 2005 COURSE SYLLABUS

CLASS/INSTRUCTOR INFORMATION:

Course Instructor:..... Chuck Louviere
Email: (use this address to contact me→) prof@holywordcafe.com
Web Page (created for my students) www.holywordcafe.com/courses
Course Meeting Place: Computing Science Room MCS 119
Course Meeting Time: M/W 12:00-1:15/1:30-2:45/3:00-4:15/4:30/5:45 PM
Course Section #: 10085/10092/15271
Office Hours Location:..... Computing Science Room MCS 119
Office Hours Time:M/W 15 minutes after each class
Division Office Phone #: 974-5717 (Ann Soper – Dept Office Sec)

Course Description: (Taken from college catalog)

A study of the fundamental concepts of conventional computer hardware and software systems for gathering and conveying information effectively. Course will include a hands-on introduction to computer hardware and its operation, current microcomputer operating systems, information acquisition and distribution using the Internet and the World Wide Web, and application software for communicating with others. Legal and ethical issues related to the use of computers in a global society will be addressed.

COURSE MATERIALS: (Please bring these materials to every class meeting)

Textbook: *Computer Technology for Communication in a Global Society* (Custom printed spiral binding) published by Kendall/Hunt Publishing Company, ISBN # 0-7575-1881-8.

[Textbook can be obtained from the STUDENT BOOKSTORE in the UNIVERSITY CENTER on UCO's campus (974-2736) or from Thompson College Stores (341-0201) in Edmond]



Supplemental Materials:

1. At least 2 (two) 3.5" High Density (1.44 MB) floppy diskettes
2. At least 2 (two) SCANTRON sheets (for use on first test only - Form 882-E)
3. Various Instructor Handouts throughout the semester

Prerequisite(s): none

INSTRUCTION METHODS: (variety is the spice of life)

The instructor will do lectures and laboratory demonstrations. The students will do individual and group projects in a similarly equipped computer laboratory setting.

Course Objectives: (My goals, and hopefully yours too)

1. *To familiarize the student with:*
 - computer hardware by providing the student hands-on experience with microcomputers
 - computer virus protection software
 - computer ethics and national/international licensing regulations
2. *To provide the student with a working knowledge of:*
 - current operating systems
 - various application software packages, including word processing, spreadsheet, and database, and their integration into a presentation document
 - the Internet, browsing on the World Wide Web, information acquisition and distribution, on-line communication, and e-mail
3. *To give the student the ability to converse intelligently about computer hardware and software, and to interpret hardware needs for personal use*
4. *To prepare the student to adapt to ever changing computer technologies*

COURSE REQUIREMENTS: (The Exciting Stuff)

4 EXAMS: A 50-minute hands on (100-point) exam will be given at the completion of most units. Tests account for **400 points** (57.15%) of the total possible 700 points for this course. Each test will cover only the material for a particular section. *There will be no scheduled comprehensive final.* Tests are scheduled for one day only. It is mandatory that you are here for an exam. I am only here for the times listed in this syllabus. **I DO NOT RETEST.**

HOMEWORK: Homework accounts for **160 points** (22.85%). The student's name should appear in the upper right hand corner. Homework assignments are due at the **beginning** of each class meeting following the date they are assigned. Class does not begin when you arrive. If you are late, your assignment is late. Homework assignments are considered given after that material is covered in class and are all clearly listed in this syllabus. Meeting twice a week means that you will have homework assignments to turn in almost every day. It is very important that you do not get behind in this area.

PLEASE NOTE: I give 50% credit for late work. This offer is available until we test for that unit. After a unit test is given, homework for that unit will no longer be accepted. No homework is accepted after the last scheduled test.

HANDOUTS: There may be an occasion that I run across a great chart, article, reference sheet, list of shortcuts, or other relative computing material. You may run across such information as well. I usually try to pass these resources on for the benefit of the class.

ATTENDANCE: My records begin with the official college semester (not student enrollment date). Students need to attend class regularly to achieve an *acceptable* level of proficiency. I use **attendance sheets** passed out randomly during each class to keep attendance records. It is your responsibility to make sure your name is legibly placed on this list. **I do not distinguish between excused and unexcused absences.** Three (3) tardies constitute one (1) absence. Leaving early before the *lecture* is complete is also unacceptable and will be recorded.

You will be pleased to know that your attendance also has a point value that is figured into the total possible points for the course. Your presence for each class session is worth **5 points** with a maximum of 140 points for the course. This adds up to 28 class sessions (5x28=140). Though absences are undesirable, students may miss up to **four (4)** class sessions without affecting the total attendance points. Attendance accounts for **140 points** (20%) of the course. Perfect or near perfect attendance may be rewarded with a point (or two) being added to a student's final score (this would be nice for final averages bordering the next letter grade).

GRADING SCALE: (simple grading scale)

This course has a total of 700 possible points and is presented in various units. The final letter grade for the course uses the following grading scale:

A	630-700 (90% -100%)	Accomplished Course Objectives with Excellence:
B	560-629 (80% - 89%)	Accomplished Course Objectives with Merit:
C	490-559 (70% - 79%)	Accomplished Course Objectives with Competence:
D	420-489 (60% - 69%)	Accomplished Course Objectives with Acceptance:
F	000-419 (below 60%)	Course Objectives below Minimum Acceptance:

TENTATIVE COURSE OUTLINE: (Our semester at a glance)

Unless otherwise noted, Homework assignments are listed on the day they are assigned and are due at the beginning of the next class period.

Week	Date	Topic/Book Section	Homework Assigned
1	M	Syllabus, Introductions, Policies	Student Information Sheets
	W	Email Basics and the <u>Uconnect</u> System	Email Assignment (5 pts) Email your professor a short message. Use your <i>course, time, first and last name</i> as the subject line . EX: UCO 1053 2:00 PM John Doe
2	M	Basic Computer Concepts: (hardware)	Review Sections 1 & 2 Pp 1-1 to 2-31
	W	Basic Computer Concepts: (software)	HANDOUT: Computer Comparison Handout (15 pts)
3	M	LABOR DAY – NO CLASS ☺	
	W	Windows XP Sections 3 & 4	N/A
4	M	Windows XP Section 5 Review for Concepts and Windows Test	HANDOUT: Write short answers to the test review and turn in (5 pts)
	W	TEST #1: Concepts and Windows (50 minutes – no use of PC, notes, or textbook. Review afterwards)	(100 pts) BRING SCANTRONS
5	M	WORD 2003: Section 8	8.13.2 Type a Memo Pg 8-22 (5pts)
	W	WORD 2003: Section 9 Editing a Document	9.11.3 Tips for College Pg 9-30 (5pts)
6	M	WORD 2003: Section 10 Formatting a Document	10.15.4 Decimal Tabs Pg 10-36 (5 pts)
	W	WORD 2003: Section 11: Additional Formatting Techniques – (plus clip art)	11.12.2 Creating Your Resume DO NOT use “references available upon request” (put actual references) Pp 11-35 to 11-36 (5 pts)
7	M	WORD 2003: Sections 12 & 15 Review for Word Test	15.6.3 Creating a Flyer Pg 15-12(5 pts)
	W	TEST #2: WORD 2003 (50 minutes - Open Book, open notes)	(100 pts)
8	M	INTERNET: Section 6	Presentation
	W	INTERNET: Section 7	Hands On
9	M	<u>WORKDAY:</u> Small Group Project (2 or 3 people)	Pg 7-16 Scavenger Hunt Handout (25 pts) DUE ON THIS DAY
	W	HTML BASICS: Section 27	N/A

Week	Date	Topic/Book Section	Homework Assigned
10	M	HTML BASICS: Section 27 (con't)	27.17.1 Web Page Design Pg 27-24 (50 pts)
	W	WORKDAY: Work on HTML project	Turn in HTML Project DUE ON THIS DAY
11	M	EXCEL 2003: Sections 18 & 19	19.13.2 Changing the Page Setup Pg 19-30 (5 pts)
	W	EXCEL 2003: Sections 20 & 21	21.11.1 Using Autofill Pp 21-23 to 21-24 (5 pts)
12	M	EXCEL 2003: Sections 22 & 23	22.8.1 Formatting Cells Pg 22-21 to 22-22 (5 pts)
	W	EXCEL 2003: Sections 24 & 25 Review for Excel Test	24.15.2 Using Average, Max, and Min Pg 24-25 (5 pts)
13	M	TEST #3: EXCEL 2003 (50 minutes – Open Book, open notes)	(100 pts)
	W	POWERPOINT 2003: Section 28	28.9.1 Create a New Presentation Pp 28-23 to 28-24 (5 pts)
14	M	POWERPOINT 2003: Section 29 (plus working with web graphics)	29.6.1 Color and Design Templates Pg 29-12 (5 pts)
	W	THANKSGIVING – NO CLASS ☺	N/A
15	M	POWERPOINT 2003: Section 30 (plus additional effects)	Printout of Section 30 <i>Print 6 slides per page. (5 pts)</i>
	W	Work on PowerPoint Presentations	N/A
16	M	TEST #4: PowerPoint 2003	
	W	TEST #4: PowerPoint 2003 (To receive credit for this test, presentation must be made to this class by this day)	(100 pts)
Finals	M	See UCO Finals Week Schedule (optional)	UCO Schedule
	W		

Additional Information:

Disclaimer: The schedule presented in this syllabus is tentative and may change in extenuating circumstances or as deemed necessary by your instructor.

Computer lab hours: Take note of the lab hours posted outside the Computer Lab.

Emergencies: I do understand about interruptions in the normal course of life. In the event of an actual sincere emergency, contact me ASAP to discuss your situation and/or options.

Information Sheet and Syllabus Attachment (attached)

Source: <http://www.busn.ucok.edu/academicaffairs/forms.htm>

OTHER CLASSROOM RULES

- **Pay attention:** distractions to class education are not tolerated and you will be asked to leave
- **No food or drink:** not near the computers
- **Cell phones and pagers:** can be left on (NOT DURING TESTS), but if they go off during class time they need to be silenced immediately. If you need to answer the call, please take it outside.