

Course credit: 3 semester hours Schedule
Section 23: Mon and Wed 2010 – 2240 hrs, in (2) 75-minute periods.
08 March 2004 – 28 April 2004, Spring 2004 Night Classes

Shelly, Cashman, and Vermaat, *Discovering Computers 2004: A Gateway to Information, Web Enhanced, Complete*, Course Technology (2003)

Shelly, Cashman, and Vermaat, *Microsoft Office 97: Introductory Concepts and Techniques, Enhanced Edition, Introductory*, Course Technology (2000)

Instructor: Dr. Curtis I. Caldwell

Office Hours: By appointment.

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Course Web Site: **http://www.geocities.com/curtis_caldwell**

CATALOGUE DESCRIPTION: *Introduction to Computers*

This course is an introduction to computers and their uses in the electronic office. The course assumes no prior experience on the part of the student with respect to computers. Topics will include history of computers, organization and structure of the typical computer, simple trouble shooting of the computer, how to set up computer for use, basic keyboard skills, overview of uses of the computer, overview of different operating systems and user interfaces, introduction of text editing and word processing, electronic mail, data bases, spreadsheets, telecommunications, etc. This course teaches the student basic computer skills needed for future jobs or vocations.

SPECIFIC COURSE COMPETENCIES

- A basic knowledge of the components of an Information System.
- Knowledge of computer components: CPU, main storage, secondary storage, input and output devices, keyboards, monitors, system units, floppy diskettes, etc.
- Knowledge of computer software: software systems, operating systems, program development tools, application programs.
- Knowledge of the operation of a computer, how to turn one on and off, how to operate the physical hardware, and how to operate/use the operating system.
- Knowledge of the Windows system environment and its uses.
- Knowledge of Word Processing software.
- Knowledge of Spreadsheet software.
- Knowledge of Access Database software.
- Knowledge of Presentation Graphics software.
- General knowledge of computers such that you can feel comfortable making purchasing decisions concerning them.
- General knowledge of the Internet; history, organization, terminology, and use.
- Knowledge of database types and characteristics.
- Knowledge of multimedia concepts.
- Knowledge of security, privacy and ethical concepts of information systems use.

TOPICS

Introduction to Course, Syllabus, Testing. Applications and Systems Software System Unit and the CPU. Output and Input. Secondary Storage.	Communications and Networking. Internet, WWW, Electronic Commerce. Security, Privacy, and Ethics. Databases. Information Systems Development.
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COURSE REQUIREMENTS

The course is intended to give the non-computer major understanding and experience helpful in completing college level work and professional job entry level tasks that require use of a computer. Technology changes rapidly, but basic concepts are slow to change. The emphasis in this course is to concentrate on concepts rather than the latest buzz words and fads.

The course will consist of individual reading and study, lectures, labs with hardware and software, and applying basic skills through writing a term paper using a Thesis template with Microsoft Word and presenting the paper to the class using a PowerPoint presentation.

READING ASSIGNMENTS and HOMEWORK

As preparation for the lecture, read the scheduled Chapter Review and Chapter in the text, *Discovering Computers*, and do the "Checkpoint" Label the Figure, True/False, Multiple Choice, Matching, and Short Answer questions at the back of the chapter. Turn in chapter exercises when you arrive for class. Answers are already posted on the course web site. You are encouraged to check your answers before turning your work in.

Homework must be handwritten, not typed.

LECTURE

The lecture will assume you have read the text and have completed the homework. The course lectures will cover some of the text material but not all of it. The course lecture will not always follow or mirror the text. Within the time available, the purposes of lectures include:

- Present required material that is not in the text.
- Perform class exercises related to scheduled topics to illustrate concepts.
- Bring personal experience to the classroom related to scheduled topics.
- Lay the foundation for understanding the future.
- Provide additional material to meet specific student interests related to scheduled topics.
- Identify errors in the text.

LAB ASSIGNMENTS

You are expected to complete all of the assignments on your own. Lab assignments may be corrected to receive full credit. The lab is available at times other than during class.

You may discuss how to accomplish a given task with another student. However, you must perform the work entirely on your own in order to receive full credit. Time required to complete lab assignments will vary, depending on typing skills. Be sure to consult the Lab Notes for corrections and explanations of lab assignments. You should use a straight edge (ruler, etc) or gummed paper to help ensure you do not skip lines.

Some locally developed college level labs are also required. These will help prepare you for other courses in other departments at Methodist College.

RESEARCH PAPER

A **formal** eleven (11) page research paper is required for this course. It must consist of at least 3 content pages and 8 pages of front matter and back matter. The primary goal is to gain experience in using a word processor to prepare a paper in the format of a senior thesis. A secondary goal is to further develop insights into the world of computers. Assume the reader is an educated foreign person for whom English is a second language.

Any topic relating to the subject of Computer Information Systems will be acceptable. Permission for a topic choice is not required from the Instructor. Keep it simple. No paper may contain pornography or profanity. The topic may be controversial if discussed in a scholarly manner.

The paper will be double spaced, and use the APA style. A cover sheet and Bibliography page will be included in the page limits. The paper must have an Introduction chapter, a Conclusions chapter, and at least one additional Chapter. You must include at least 2 footnotes, 3 references, 1 table, 1 figure, and 1 equation created with Microsoft Equation Editor. Tables and figures must be numbered and have captions. The paper must include an abstract, table of contents, list of tables, list of figures, and a glossary. Each of these will count as a page. (Note: In order to receive credit for a page of text, the page will have to be at least 75% completed.)

A template based on the Microsoft Thesis Template is provided on the course web site with comments about the structure of the term paper and about how to use the template. It includes additional instructions and the grading guidelines for the term paper.

EXTRA CREDIT

You may earn extra credit in several ways.

- Do extra credit items on the term paper, as indicated in the term paper grading guidelines.
- Do homework for chapters that have not been assigned.
- Do assignments from the on-line Number Systems handout.
- Do lab projects that have not been assigned. These are major sections in the lab manual, not the end of project exercises.

- Project work proposed by you and approved by the instructor. The work must be related to computer or information science, go beyond the course material in either breadth or depth, and be material that is new knowledge to you.

EVALUATION/GRADING PROCEDURE

Grading Scale is A: 90² x ²100; B: 80² x <90; C: 70² x <80; D: 60² x <70; F: x <60

Your performance goal is to accumulate 100 points by the end of the semester.

Grading is on an absolute scale, not on a curve.

Item	Item
40%: 2 major tests	20%: Lab assignments
20%: Cumulative final exam	10%: Research paper
10%: End of chapter assignments and special homework projects	

Makeup tests may be given if a valid situation prevents a student from attending a given class. Absence due to required military duty, medical appointment, or family emergency is a valid excuse. If you get behind due to being in the field, let the instructor know! If a school function prevents a student from attending and prior notice is given to the instructor, a makeup test will be provided for that student.

ATTENDANCE

Attendance is expected at all classes and records are maintained of all absences. In night classes, students who exceed 25% of the scheduled classes will automatically be assigned a grade of F. See the Student handbook for additional details. Military students may drop a course and receive a grade of WD if a memo signed by an O-5 (or higher) certifies absences are due to military commitments. Talk with the education office at Ft. Bragg if this is your need. If this becomes a problem let the instructor know! Sometimes it is possible to schedule a makeup lecture at a mutually agreeable time.

STUDENTS WITH DISABILITIES

If you are a student with a disability, please contact the Director of the Academic Development Center at **630-7033** as soon as possible in order to make the necessary arrangements.

CHEATING/PLAGIARISM

You may discuss project assignments, but work you turn in must be the product of your intellectual effort, not someone else's. You may not turn in an exact copy or a partial copy of another's work. What you turn in must be a reflection of what you know and understand, not what someone else knows.

Do not use any lab computer account other than the one assigned to you. Save your work only to your H: drive. Do not allow any one else to use your lab computer account. If you forget your account password, ask the instructor for your password or for an additional account. Failure to log off from your account before you depart your workstation is a security violation.

The first offense of cheating or plagiarism will be punished with a grade of zero (0) for the work in question and one letter grade lower on the course than computed by cumulative score, and the student will be referred to the Honor Board for disposition. On the second offense, the student will receive an F on the course, with referral to the Honor Board. Each deliverable is considered separately.

A person holding a security clearance must understand that academic dishonesty will be reported.