

CSCI 105
Introduction to Computer Applications
Course Syllabus – Spring 2010



COURSE INFORMATION

Instructor	Donald Yessick, Ph. D.
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Description:	Introduction to Computer Applications for the 21st Century – A survey course that includes an emphasis on scientific data research, presentation, organization and analysis through web development, presentation software, spreadsheets, Internet search strategies, and various computing alternatives.
Textbooks	There are two custom textbooks available at the bookstore. One textbook is <i>Introduction to Computer Applications for the 21st Century</i> and the other is <i>Guide to Power Point: for Power Point Version 2007</i> .

COURSE OBJECTIVES

Students will be introduced to introductory topics in computer applications as applicable to the natural and social sciences. Topics covered include file management skills, Microsoft Excel 2007, Microsoft Power Point 2007, XHTML, Google search tools, Google Applications, Mobile Computing, Networking and Security, and Computing Alternatives. The course begins with file management to ensure that students have an understanding of how to manipulate files used throughout the course. In the end, students will learn XHTML so that they will be able to design and create a live web portfolio encompassing their work throughout the course.

STUDENT LEARNING OUTCOMES

Upon completion of the course, students should be able to:

File Management

- demonstrate knowledge of finding, searching, organizing, saving, moving, copying, and deleting files and folders within the Windows XP file system
- perform file management tasks such as defragmenting and clean-up
- define terms such as spam, ad-ware, spy-ware, viruses, worms and Trojans
- identify basic methods of implementing system, file and network security

XHTML

- demonstrate an understanding of XHTML by creating a well-designed web portfolio with the use of a text editor
- distinguish the differences between FTP and HTTP protocols
- properly implementing XHTML features such as text placement, incorporating images, adding links, and modifying text appearance

Excel

- create and manipulate multi-sheet workbooks in Microsoft Excel
- show an understanding of functions, formulas, and charts to analyze and manage data
- format worksheets to provide professional, visually appealing, and organized information
- show an understanding of common statistical calculations, including means, standard deviations, and variances, in addition to the study of t-tests and scatter plots as representative in the fields of natural and social sciences.

Google Search Tools & Applications

- refine search strategies using Google operations, Advanced Search, Google Directory, Google Scholar, etc.
- become aware of free software alternatives to Microsoft Office 2007, such as Google Presentations, Google Docs, and Google Spreadsheets

Mobile Computing

- become aware of the various mobile computing devices available and their advantages and disadvantages to individual users

Networking/ Security

- show an understanding of networking, including differences in P2P and client/server networks
- become aware of differences in wired and wireless networks, as well as advantages and disadvantages to both
- understand the basics of setting up a home/small business network
- become aware of security risks and how to protect a network, as well as a single pc

HTML

- create basic HTML documents, including links, images, colors, and backgrounds
- show an understanding of servers and FTP

Computing Alternatives

- become aware of software and hardware alternatives, such as Open Office, Macs, Linux, Google Chrome, etc.
- learn the basics of building a computer yourself

Power Point

- create Power Point presentations with or without a design template
- incorporate enhancements such as slide transitions and multi-media elements to create professional Power Point presentations

CLASS POLICIES

Attendance: This is a distance course. Attendance is never required. Announcements in class may come in a variety of ways, via Blackboard, email, or the web page. You must periodically check in to blackboard and check your email for announcements. If I announce a quiz or exam on a specific date, that will be the start date. The quiz or exam will be available for several days and although the exam will be timed you will be able to choose your own start time.

Grading:

There will be frequent computer assignments. Computer lab assignments will be computer exercises consisting of skill objectives and specific instructions for submitting the assignment. Assignments will be posted on Blackboard, and /or the class web page. Each assignment must be submitted by the stated due date. All assignments will be submitted electronically at a website that will be provided later. A n assignment submitted late may lose 10% per day.

There will also be projects, including a Power Point project, and Excel project, and the final HTML Portfolio Project, which all together may make a substantial portion (20-33%) of your final grade.

Class participation and the Blackboard Discussion Board may contribute up to 10% of your final grade. The Discussion Board is a useful student tool. In the Help! topic you can post a question or plea for help from your classmates. Participants will be rewarded, however , participation is not required. The discussion board will be students only. Answer each other's questions. Both asker and responder will be rewarded for participation.

There will also be quizzes throughout the semester, which will all be on Blackboard. On the class web page, you will see the dates the quizzes become available. For each quiz, there will be at least a 48 hour window in which to take the quiz. Beyond that window, there will be no way to make up the quiz. Any quiz not completed will be awarded a zero. Quizzes make up a substantial portion of your final grade. For some components of the class the quizzes may take the role of assignments. Quizzes will be announced at least a week ahead of the start date.

As for Extra Credit opportunities, there may be occasional opportunities for extra credit during the semester. The HTML Portfolio project at the end of the semester will offer a chance to earn 1-2 additional points on your final average.

Google	20% (assessed largely via quizzes)
Power Point	20%(assessed via project, exam)
Excel	20%(assessed via assignments, exam)
XHTML	20%(assessed via project)
Other	20%

General Grading Policies: Except in cases of actual error, final grades are permanent. Final "I" grades will not be permitted except in cases of prolonged, continuous, and excused absences in the latter half of the course. Under no circumstances will an "I" grade be given when more than half of the coursework has not been completed. Final "W" grades will be given only in very rare and exceptional cases. A "W" will never be given simply to replace a grade that you would prefer not to receive.

Grading Structure:	Final Average	Grade
	90 - 100	A
	87 - 89	B+
	80 - 86	B
	77 - 79	C+
	70 - 76	C
	67 - 69	D+
	60 - 66	D
	59 and below	F

Academic Integrity: Students have the responsibility to know and observe the requirements of the *Coastal Carolina University Code of Student Conduct* handbook on *Standards of Academic Conduct*:

A. Prohibited Conduct

1. Plagiarism, cheating and all other forms of academic dishonesty

a. Examples of plagiarism include but is not limited to the following:

- (i) Words, sentences, ideas, conclusions, examples and/or organization of an assignment are borrowed without proper acknowledgment from a source (for example, a book, article, electronic documents, or another student's paper).
- (ii) A student submits another person's work in place of his/her own.
- (iii) A student allows someone else to revise, correct or edit an assignment without explicit permission of the instructor.
- (iv) A student submits work without proper acknowledgment from commercial firms, Web sites, fraternity or sorority files or any other outside sources, whether purchased or not.
- (v) A student allows another person to take all or any part of a course, including quizzes, tests, and final examinations.
- (vi) A student submits any written assignments done with the assistance of another without the explicit permission of the instructor.
- (vii) A student knowingly aids another student who is engaged in plagiarism.

b. Examples of cheating include but is not limited to the following:

- (i) A student uses unauthorized information, materials or assistance of any kind for an assignment, quiz, test, or final examination.
- (ii) A student knowingly aids another student who is engaged in cheating.

2. Furnishing false information to any University official, faculty member or University office

3. Forgery, alteration or misuse of any University document or record

4. Disruption or obstruction of teaching, research, administration, academic discipline proceedings, or other activities when the behavior disrupts the environment and violates the standard of fair access to the academic experience

This code forbids cheating, fabrication or falsification of information, plagiarism, copying others' work, and complicity in academic dishonesty. Your evaluation in this course includes a judgment that your work is free from academic dishonesty of any type; and grades in this course WILL BE adversely affected by academic dishonesty. The normal penalty is ZERO CREDIT on the work involving dishonesty, and/or a course grade of "F". You are expected to inform ME of any known cases of academic dishonesty involving other students. ALL assignments are INDIVIDUAL EFFORTS.