

Computer Science 401 – Introduction to Computers – Fall 2012 Syllabus

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| Class Name: | Co Sci 401 - Introduction to Computers | Section: | 0183 |
| Instructor: | Carlos R. Garcia | Email: | garciacr@lamission.edu |
| Phone: | (818) 364-7600 ext. 4413 | Office: | <i>by appointment</i> |

Course Description

This course presents an introduction to computer terminology, concepts, applications, and exposure to programming. Topics include the impact of computers on society, ethical issues, operating systems, the Internet, hardware, and software applications such as word processing, spreadsheets, and presentation software.

Student Learning Outcomes

Upon successful completion of this course, students will be able to

1. explain the role and function of computers in a professional setting.
2. describe the functions of the major elements of a computer system.
3. discuss the use of application software to solve problems in a professional setting.
4. demonstrate the ability to use the windows operating system and the ability to create, format, and edit documents using Word, Excel and PowerPoint.
5. write program code and/or scripts and trace through their execution.
6. propose the appropriate computer equipment, network, backup technologies, and software for small business needs.

Textbooks

This course requires **two textbooks**. The primary textbook will be used for class discussion and homework assignments. The second textbook (lab textbook) will help you complete your lab assignments.

Primary Textbook

The primary textbook below is required of all students:

- Shelly & Vermaat; "[Discovering Computers 2010, Living in a Digital World, Complete](#)"
Shelly Cashman Series, ISBN-13: [9780324786453](#)

Lab Textbook

Select **one** of the three books below. *The selected book should match the version of Microsoft Office (Excel, PowerPoint, Word) you will be using.*

- Shelly, Cashman, & Vermaat; "[Microsoft Office 2007: Essential Concepts and Techniques](#)"
Shelly Cashman Series, ISBN-13: [9781418843748](#); **or**
- Shelly & Vermaat; "[Microsoft Office 2010: Essential, 1st Edition](#)"
Shelly Cashman Series, ISBN-13: [9780538748704](#); **or**
- Shelly & Jones; "[Microsoft Office 2011 for Mac: Introductory, 1st Edition](#)"
Shelly Cashman Series, ISBN-13: [9781133626398](#)

Materials

This course **requires** students to have access to a computer with the **Microsoft Windows** operating system (Windows XP, Windows Vista, or Windows 7), the **Microsoft Office 2007** or **2010** application suite of programs (Word, Excel, and PowerPoint), high-speed **Internet access**, and an **e-mail account**. Microsoft Office 2003 (and earlier versions) will **not** provide the required functionality to complete some of the lab assignments.

Mac Users

Although the course curriculum requires the Microsoft Windows operating system and Microsoft Office 2007/2010, Mac users should be able to complete most of the course requirements. The Windows lab assignment may be completed using a Mac. The Word, Excel and PowerPoint lab assignments may be completed using Microsoft Office 2011 for Mac. **Mac users will need access to a Windows PC to complete the visual basic lab assignments.** The campus learning center and library have available computers with Visual Basic.

Policies

This is a full on line class. There will be **no on-campus class meetings**. Please plan to login to the Moodle course management system at least **three times** per week and spend approximately **10 hours** per week to successfully complete the course.

Course Communication Policy

Questions about the course material should be posted in the Help discussion forum so that the entire class can see both the question and response. Students may attempt to answer class related questions posted by other students to the best of their knowledge. I monitor all discussion forums regularly and will make any necessary additions.

Students who need to contact me with any personal questions or concerns (such as their grade) may reach me by phone **(818) 364-7608**, extension **4413**, email, garciacr@lamission.edu, or Moodle instant messenger. I respond to voicemail and email within 24 hours, during the hours of 9:00 am to 7:00 pm, Monday through Friday. Please assume I did not receive your email/voicemail and attempt to contact me again if you do not hear from me within 24 hours.

Collaboration Policy

Students are responsible for completing and submitting their own assignments. Students may work together, but each student should complete their own assignments. Students who submit duplicate files (regardless of who completed the work) will receive no credit and will be reported to the campus administration.

Drop/Exclusion Policy

Students officially enrolled in this course are required to login to the Moodle course management system by Wednesday, August 29, 2012. In addition, students are required to complete and submit all first week assignments by Monday, September 3, 2012. Students who do not meet these requirements will be officially excluded from the course so that students on the waiting list may be added.

Student participation is a critical component for success in this course. Participation will total **20%** of your **final grade**. **Students whose participation score falls below 60% at any time during the semester will be excluded from the course.** Your participation score can be reviewed in the Moodle grade section.

Late Work Policy

Assignments will be made available to students one to two weeks before they are due. Please plan your time accordingly as late assignments will not be accepted under any circumstances. Computer problems and/or Internet connectivity issues will not excuse late assignments. Students are encouraged to complete and submit assignments early. Completing assignments early allow students to receive any needed help and will prevent students from not being able to submit assignments due to last minute computer problems. **Please contact me immediately if you are having problems completing your assignments on time or if you will be unable to access the course web site.**

Participation

Student participation is a critical component for success in this course. Students are expected to login to the Moodle course management system at least 3 times per week and participate actively in all assigned activities. There will be one weekly discussion forum for each chapter in your Discovering Computers textbook and one discussion forum for each assigned application lab (Windows, Word, Excel, PowerPoint, and Visual Basic).

Students are responsible for contributing three posts per week in the weekly chapter forum. The first post will earn 10 points if submitted by Wednesday (11:55 pm). The additional two posts will earn 5 points each if submitted by Sunday (11:55 pm). Posts made after the 11:55 pm deadline will earn no points. Students are also responsible for one weekly post in the application lab forums (5 points per post) by Sunday (11:55 pm).

Feel free to complete your three posts in the weekly chapter forum by Wednesday night. This will not only guarantee your 20 points in the forum, but will also avoid confusion or having to keep track of how many posts you have completed. Your posts may contribute to one of the provided topics or may start a new topic. **All posts must contribute or add to the discussion.** Posts that do not contribute to the discussion such as "Thank you," "This was helpful," "I will try this," or "I agree!" will not be graded. Posts submitting a question during the last two hours (Sunday night) in an attempt to receive credit will not be graded.

Students whose participation score falls below 60% at any time during the semester will be excluded from the course. Your participation score can be reviewed in the Moodle grade section.

Grades

Grade Distribution:

- | | |
|----------------------------|------------|
| 1. Quizzes: | 20% |
| 2. Assignments: | 20% |
| 3. Participation | 20% |
| • <i>Discussion Forums</i> | |
| 4. Final Written Project | 15% |
| 5. Lab Assignments | 25% |
| • <i>Windows Lab</i> | |
| • <i>Word Labs</i> | |
| • <i>Excel Labs</i> | |
| • <i>PowerPoint Labs</i> | |
| • <i>Visual Basic Labs</i> | |

Grading Scale:

- | | |
|-------------|--------------|
| A | 90% – 100% |
| B | 80% – 89.99% |
| C | 70% – 79.99% |
| D | 60% – 69.99% |
| Fail | Below 60 |

Course Schedule

Bold subjects in the subject column below are topics from your **Discovering Computers** textbook.

Italic subjects are lab activities from your *Microsoft Office* textbook and *Visual Basic* material.

Please note: **Chapter13 will be covered in Week 8. The Visual Basic labs will open immediately after.

| Week | Subject | Assignments and Lab Projects |
|-------------------------|---|--|
| Week 1 08/26 – 09/01 | Getting Started/Exploring Moodle <i>Introduction to Microsoft Windows and Microsoft Office</i> | Reading Material: <ul style="list-style-type: none"> • Course Syllabus • How This Class Works • Student Guide for Using Moodle • <i>Windows (WIN) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> • Introduction Quiz due 9/02 • Update Your Profile due 9/02 • Upload a Single File due 09/02 |
| Week 2 09/02 – 09/08 | Introduction to Computers <i>Introduction to Microsoft Windows and Microsoft Office</i> | Reading Material: <ul style="list-style-type: none"> • Chapter 1 – Discovering Computers • <i>Windows (WIN) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> • Chapter 1 Quiz due 9/09 • Case Study due 9/09 • <i>Windows Lab due 9/09</i> |
| Week 3 09/09 – 09/15 | The Internet and World Wide Web <i>Creating and Editing a Word Document</i> | Reading Material: <ul style="list-style-type: none"> • Chapter 2 – Discovering Computers • <i>Word (WD) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> • Chapter 2 Quiz due 9/16 • Internet Protocol (IP) Address due 9/16 • <i>Microsoft Word Lab 1 due 9/16</i> |
| Week 4 09/16 – 09/22 | Application Software <i>Creating and Editing a Word Document</i> | Reading Material: <ul style="list-style-type: none"> • Chapter 3 – Discovering Computers • <i>Word (WD) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> • Chapter 3 Quiz due 9/23 • <i>Microsoft Word Lab 2 due 9/23</i> |
| Week 5 09/23 – 09/29 | The Components of the System Unit <i>Creating and Editing a Word Document</i> | Reading Material: <ul style="list-style-type: none"> • Chapter 4 – Discovering Computers • <i>Word (WD) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> • Chapter 4 Quiz due 9/30 • Application Software due 9/30 • <i>Microsoft Word Lab 3 due 9/30</i> |

| Week | Subject | Assignments and Lab Projects |
|--------------------------|--|--|
| Week 6 09/30 – 10/06 | Input <i>Creating a Worksheet and an Embedded Chart</i> | Reading Material: <ul style="list-style-type: none"> Chapter 5 – Discovering Computers <i>Excel (EX) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> Chapter 5 Quiz due 10/07 <i>Microsoft Excel Lab 1 due 10/07</i> |
| Week 7 10/07 – 10/13 | Output <i>Creating a Worksheet and an Embedded Chart</i> | Reading Material: <ul style="list-style-type: none"> Chapter 6 – Discovering Computers <i>Excel (EX) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> Chapter 6 Quiz due 10/14 Computer Purchase 10/14 <i>Microsoft Excel Lab 2 due 10/14</i> |
| Week 8 10/14 – 10/20 | Programming Languages and Program Development <i>Creating a Worksheet and an Embedded Chart</i> | Reading Material: <ul style="list-style-type: none"> Chapter 13 – Discovering Computers <i>Excel (EX) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> Chapter 13 Quiz due 10/21 File Names & File Extensions due 10/21 <i>Microsoft Excel Lab 3 due 10/21</i> |
| Week 9 10/21 – 10/27 | Storage <i>Using a Design Template and Text Slide Layout to Create a Presentation</i> | Reading Material: <ul style="list-style-type: none"> Chapter 7 – Discovering Computers <i>PowerPoint (PPT) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> Chapter 7 Quiz due 10/28 File Names & File Extensions due 10/28 <i>Microsoft PowerPoint Lab 1 due 10/28</i> |
| Week 10 10/28 – 11/03 | Operating Systems and Utility Programs <i>Using a Design Template and Text Slide Layout to Create a Presentation</i> | Reading Material: <ul style="list-style-type: none"> Chapter 8 – Discovering Computers <i>PowerPoint (PPT) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> Chapter 8 Quiz due 11/04 Backup Strategies due 11/04 <i>Microsoft PowerPoint Lab 2 due 11/04</i> |
| Week 11 11/04 – 11/10 | Communications and Networks <i>Using a Design Template and Text Slide Layout to Create a Presentation</i> | Reading Material: <ul style="list-style-type: none"> Chapter 9 – Discovering Computers <i>PowerPoint (PPT) section – Microsoft Office</i> Assignments Due: <ul style="list-style-type: none"> Chapter 9 Quiz due 11/11 <i>Microsoft PowerPoint Lab 3 due 11/11</i> |

| Week | Subject | Assignments and Lab Projects |
|--------------------------|--|--|
| Week 12 11/11 - 11/17 | Database Management <i>Visual Basic</i> | Reading Material: <ul style="list-style-type: none"> • Chapter 10 – Discovering Computers • Visual Basic material Assignments Due: <ul style="list-style-type: none"> • Chapter 10 Quiz due 11/18 • Network Components due 11/18 • <i>Visual Basic Lab 1 due 11/18</i> |
| Week 13 11/18 - 11/24 | Computer Security, Ethics, and Privacy <i>Visual Basic</i> | Reading Material: <ul style="list-style-type: none"> • Chapter 11 – Discovering Computers • <i>Visual Basic material</i> Assignments Due: <ul style="list-style-type: none"> • Chapter 11 Quiz due 11/25 • Written Project Draft due 11/25 • <i>Visual Basic Lab 2 due 11/25</i> |
| Week 14 11/25 - 12/01 | Information System Development <i>Visual Basic</i> | Reading Material: <ul style="list-style-type: none"> • Chapter 12 – Discovering Computers • <i>Visual Basic material</i> Assignments Due: <ul style="list-style-type: none"> • Chapter 12 Quiz due 12/02 • Written Project Group Feedback due 12/02 • <i>Visual Basic Lab 3 due 12/02</i> |
| Week 15 12/02 - 12/08 | Enterprise Computing Written Project | Reading Material: <ul style="list-style-type: none"> • Chapter 14 – Discovering Computers Assignments Due: <ul style="list-style-type: none"> • Chapter 14 Quiz due 12/09 • Written Project due 12/09 |
| Week 16 12/09 - 12/15 | Computer Careers and Certification | Reading Material: <ul style="list-style-type: none"> • Chapter 15 – Discovering Computers Assignments Due: <ul style="list-style-type: none"> • Chapter 15 Quiz due 12/16 |