

CSC 100 – Introduction to Computing – TuTh 8:00 – 10:10 AM Summer 2009 – Syllabus

Instructor: Isaac K. Gang
School of Computing
Office: JST 206 (and Tec 251)
Phone: 601-266-4949
E-mail: Isaac.gang@gmail.com
Web: www.isaacgang.com

Office Hours: TuTh 10:30 – 11:30 AM
Other times: By appointment

Overview:

This course is designed to provide an introduction to computers, current technologies, and relevant issues, along with insight into the problems solving, software, social, ethical, and legal issues that underlie computer systems. Assignments include word processing, spreadsheets, presentations, databases, and Web-based research.

Course Description:

Introduction to Computing. 3 hrs. Prerequisite: ½ Carnegie unit in computing. Provides an insight into the problem solving / software / social / ethical / legal issues that underlie computer systems. Assignments include word processing, spreadsheets, presentations, databases, and Web-based research.

Course Objectives:

Topics covered in this course include the following:

- Overview of Computers
- The Internet and World Wide Web
- Application Software
- Components of the System Unit
- Input and Input Devices
- Output and Output Devices
- Storage
- Operating Systems and Utility Programs
- Database Management
- Computer Security, Ethics, and Privacy
- Information System and Program Development
- Enterprise Computing
- Computer Careers
- Microsoft Office Software Applications: Word, Excel, PowerPoint, Access

Upon completion of the course, the student will be able to:

- Interpret software terms, functions, and features.
- Interpret hardware terms, functions, and features.
- Identify societal issues related to computing (security, privacy, ethics, system development, enterprise computing, and careers).
- Use electronic means for communication with the instructor.
- Complete word-processing project assignments.

- Complete spreadsheet project assignments.
- Complete database project assignments.
- Use presentation software to complete project assignments.

Course Information:

Project assignments require the use of these Microsoft Office Software applications: Word (word processing), Excel (spreadsheets), PowerPoint (presentations), Access (databases). Project assignments include conducting Web-based research, preparing flyers, writing a research paper, preparing your resume, creating spreadsheets, designing presentations, and creating databases.

Textbooks and Readings:

These two textbooks are used for this course:

- Textbook for Computing Concepts:
Shelly, Cashman, Vermaat, Discovering Computers 2008: Complete, Thomson Course Technology, 2008. ISBN # 978-1-4239-1205-7.
- Textbook for Application Software:
Shelly, Cashman, Vermaat, Microsoft Office 2007: Introductory Concepts and Techniques – Windows Vista Edition, Thomson Course Technology, 2008. ISBN # 978-1-4239-1230-9.

Grades:

Grades will be calculated as follows:

Attendance & Participation	5%
In-class quizzes	10%
All Assignments/projects	20%
Test One	20%
Test Two	20%
Final Exam	25%

Grading scales:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Project Assignments:

Most of the projects assigned in this class are listed in the “application software” textbook Microsoft Office 2007. Projects must be completed using the Microsoft Office suite – Word, Excel, PowerPoint, and Access. These additional comments apply to the project assignments:

- Point value assigned to Lab Assignments/Projects varies from 10 to 40 points, depending upon the nature and complexity of the assignment/project.
- All assignments/projects must be “submitted” **no later than 10:00 pm on the due date (web) and at the beginning of the class (non-web)**. Late assignments receive

NO (zero) credit. Please be aware of the due date/time and submit ALL projects in a timely manner.

- Computer-based assignments/projects that are to be graded should be “backed up” in both soft copy (electronic version) on your PC’s hard drive or other media such as a USB flash drive (**labeled with your name and class period**) and hard copy (printout). This backup will be requested only if errors occur during the “submit” process.
- *(Note: Once you have saved your file(s) to USB media, take the media to another computer and verify that the file is both on the media and that the file is “readable”.)*
- It is extremely important that you do your own work on the project assignments and that you ensure that your work is not used by others. Cheating, copying, etc. will not be tolerated (see class policy).

Quizzes:

Each chapter’s quizzes are open in Blackboard from **8:00 am Monday until 12:00 noon Friday** of each week. You may take the quiz as many times as you choose as long as the “quiz window” is open (this helps you prepare for tests). Blackboard will display all of your submissions, but will report your quiz grade for the chapter as the highest grade you earned on that chapter’s submissions.

Tests and Final Exam

Each test (and the final exam) will cover 4 or 5 chapters from the “lecture” textbook. No cheating on tests and quizzes (see class policy for consequences) will be tolerated. It is the expectation of the instructor that the students will comply with the USM Academic Honesty policy, as listed in the USM Undergraduate Bulletin.

Academic Honesty:

The following text is extracted from the USM Undergraduate Bulletin:

"When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the Dean of Students.

In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension, and/or expulsion. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi."

Library Resources:

Many library resources are available for students, including access to [Anna](#), the Library Catalog, off-campus access to online indexes and full-text databases, electronic journals, document delivery, interlibrary loan, e-mail and telephone reference service. For more information, contact the Information Services department by phone at (601) 266-4249 or via e-mail at [Ask-A-Librarian](mailto:askalibrarian@lib.usm.edu) (askalibrarian@lib.usm.edu).

Communication:

Communication between the Instructor and the students will be facilitated by way of e-mail, in-class interaction, and physical visits during the office hours. Students are encouraged to use the Blackboard for communication as well (see class policy).

- **Class Tentative Schedule:**

Week of June 2

Tuesday – Send Required Emails (by responding to your Instructor's)

Review Class Policy, Syllabus, etc.

Chapter Highlights: Chapters 1 & 2 and PC-Paint Software

Lab Assignments: Project1 – PC-Paint

Thursday – Discuss/submit Project1, take chapter 1 & 2 quizzes.

Week of June 9

Tuesday – Lab assignments: Project 2 – Web Pages and Project 3 – Word Flyer (Due Monday)

Chapter Highlights: Chapters 3 & 4

Thursday – Discuss/submit Project2, take chapter 3 & 4 quizzes.

Week of June 16

Tuesday – Lab assignments: Project 4 – Research Paper and Project 5 - Resume (Monday)

Chapter Highlights: Chapters 5 & 6

Thursday – Discuss/submit Project4, take chapter 5 & 6 quizzes. **Test 1 (tentative)**

Week of June 23

Tuesday – Lab assignments: Project 6 – Excel part I and Project 7 - Excel part II (Monday)

Chapter Highlights: Chapters 7 & 8

Thursday – Discuss/submit Project6, take chapter 7 & 8 quizzes.

Week of June 30

Tuesday – Lab assignments: Project 8 – Excel Part III and Project 9 – PowerPoint part I (Monday)

Chapter Highlights: Chapters 9 & 10

Thursday – Discuss/submit Project8, take chapter 9 & 10 quizzes.

Week of July 7

Tuesday – Lab assignments: Project 10 – PowerPoint Part II and Project 11 – Access part I (Mon.)

Chapter Highlights: Chapters 11 & 12

Thursday – Discuss/submit Project10, take chapter 11 & 12 quizzes. **Test 2 (tentative)**

Week of July 14

Tuesday – Lab assignments: Project 12 – Access Part II

Chapter Highlights: Chapters 13 & 14

Thursday – Discuss/submit Project12, take chapter 13 & 14 quizzes.

Week of July 21

Tuesday – Lab assignments: Project 13 – Word Research paper

Chapter Highlights: Chapters 15

Thursday – Discuss/submit Project13, take chapter 15 quiz.