CSCI 110 007   **Computer Fluency**   **Fall 2006**
                              Syllabus[1]

Instructor:
Jim Bowring: http://www.cs.cofc.edu/~bowring/
    Office: J.C. Long (LONG) 207
    Tel: 843.953.0805 (was 8160)
    Email: Please use WebCT for a response within 24 hours. I will ignore other Emails.
    Office hours: MW: 12:00 – 1:30; TR: 1:30-3:00, or by appointment

Class place and time:
    Classroom: EDUCATION CENTER (ECTR) 109
    Time: TR   09:25-10:40 AM

Catalog description:
CSCI 110 – Computer Fluency – is an introduction to computing for students in the humanities, social sciences, and business. This course provides the student with the ability to understand and use emerging technologies effectively. Topics include basic computer technology (how computers work), applications (spreadsheets, databases), Internet subjects (communications, Web browsers, file transfers), and social issues (copyrights, how changes in technology affect society, ethics).

Prerequisite: Keyboarding, basic Microsoft Office skills

Required text:
Succeeding With Technology, Second Edition by Ralph Stair and Kenneth Baldauf
   ISBN: 1-4188-3928-0 © 2007 and ISBN-13: 978-1-4188-3928-4
   Publish date: March 16, 2006, 704 pages, soft-cover

Other resources:
1) WebCT: a web course-development tool that supplements traditional lecture-based courses. We will use WebCT to access electronic resources, to send E-mails, to hold online discussions, and to take quizzes and exams, for example. Please familiarize yourself with WebCT. The Course Calendar for this class is available on WebCT and I will use WebCT to update you on class events, quizzes, exams, and assignments;

2) Career Planning Guide provided by the Office of Career Services, College of Charleston—you will use their Cistern Online for your resume project;

3) SAM 2003 Training V 3.0: Offline Office 2003 Training CD (included in textbook bundle);

4) SAM 2003 PROGRADER: Online instructions for Office 2003 projects (Key code included in textbook bundle);

5) Microsoft Office 2003 (30-DAY evaluation included in textbook bundle);

6) Addlestone Library and the Center for Student Learning

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[1] My thanks to Lancie Affonso for providing a template syllabus

Learning objectives and goals:
My primary goal is to assist you in gaining familiarity and skill with the computers and the software you will use in pursuing your careers here at the College and after you graduate. You will also gain currency in the following topics and potentially in additional topics you suggest:

- Why study computers and digital technologies
- Hardware designed to meet your needs
- Software solutions for personal and professional gain
- The Internet and World Wide Web
- Telecommunications, wireless technologies, and computer networks
- Digital media for work and leisure
- Database systems
- E-commerce
- Information, decision support, artificial intelligence, and special-purpose systems
- Computer Crime and Information Security
- Digital society, ethics, and globalization

Attendance and class participation:
I expect you to attend and participate in every class session. Your active participation will lead to your success and to the success of the class. I expect you in class on time and prepared by having read the assigned readings. Class participation counts as 10% of your grade.

Homework and assignment policy:
All assignments, including online practice tests, are due at the beginning of class or when stated on the course calendar in WebCT. Late assignments will not be accepted for any reason.

Classroom disruption:
Please read the College of Charleston's Student Code of Conduct. When you come to class please turn off your cell phones and all other electronic communication devices.

Disabilities:
If you have a documented disability and have been approved to receive accommodations through SNAP Services, please contact me during office hours or by appointment.

Student Honor Code:
You are expected to abide by the Honor Code. If you have a question about how to interpret the Honor Code, ask before acting! I encourage collaboration, but you must document it. However, quizzes and tests are custom-generated on-the-fly to prevent collaboration.

Grading scale (new for fall 2006):
100-96 (A); 95-92 (A-); 91-88 (B+); 87-84 (B); 83-80 (B-); 79-77 (C+); 76-73 (C); 72-70 (C-); 69-67 (D+); 66-63 (D); 62-60 (D-); 59 and below (F)

Evaluation schedule:
- 10%   Resume & Cover Letter (Word and Cistern Online)
- 20%   Practice Quizzes (Succeeding With Technology)
- 20%   Review Tests (Succeeding With Technology)
- 10%   Labs/WebCT/Participation/Attendance/Pop Quizzes
- 20%   Office Application Projects (SAM Prograder)
- 20%   Final Project (PowerPoint and Presentation)

Tentative course outline:
Tuesdays: <u>Succeeding with Technology</u> lectures and discussions
Thursdays: Software applications, discussions, review tests
Note: The final class schedule will reside in the calendar of the WebCT for this course.

Week #: Dates	Topics	Chapter Readings	Application Software
1: Aug 22 & 24	Why study computers and digital technologies	1	Word processing
2: Aug 29 & 31	Hardware designed to meet your needs	2	Word processing
3: Sep 5 & 7	Software solutions for personal and professional gain	3	Word processing
4: Sep 12 & 14	The Internet and World Wide Web	4	Word processing Spreadsheet
5: Sep 19 & 21	Telecommunications, wireless technologies, and computer networks	5	Spreadsheet
6: Sep 26 & 28	Digital media for work and leisure	6	Spreadsheet
7: Oct 3 & 5	Database systems	7	Spreadsheet
8: Oct 10 & 12	E-commerce	8	Presentation
9: Oct 17 & 19	Information, decision support, artificial intelligence, and special-purpose systems	9	Presentation
10: Oct 24 & 26	P2P discussion and debate	P2P links coming	Presentation
11: Oct 31 & Nov 2	Computer Crime and Information Security	11	Presentation Multimedia
12: Nov 9	**Fall Break Nov 5-7** * subject open *		Relational database
13: Nov 14 & 16	Digital society, ethics, and globalization	12	Students' choice
14: Nov 21	Student Presentations **Thanksgiving Nov 22-25**		Put it all together!
15: Nov 28 & 30	Student Presentations		Put it all together!