

Instructor:

Jim Bowring: <http://www.cs.cofc.edu/~bowring/>

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Email: Please use [WebCT](#) for a response within 24 hours. I will ignore other Emails.

[Office hours](#): MW: 3:30 – 4:30; TR: 1:30-2:30, or by appointment

Class place and time:

Classroom: EDUCATION CENTER (ECTR) 109

Time: TR 9:25 -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 (or equivalent) 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); Sun Open Office available at <http://www.openoffice.org/index.html> ; Google Docs & Spreadsheets, available at <http://docs.google.com> ; Google blogs at www.blogger.com ;
- 6) [Addlestone Library](#) and the [Center for Student Learning](#)

Learning objectives and goals:

My primary goal is your success and I will 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 that 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 require 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. Some assignments will be available only in class.

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. In particular, the use of classroom computers for E-mail and social networking during class is expressly prohibited unless as part of an assignment.

Disabilities:

If you have a documented disability and approval to receive accommodations through [SNAP Services](#), please contact me during my 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 on assignments and projects, but you must document the collaboration with names. Quizzes and tests are custom-generated on the fly to prevent collaboration.

Grading scale:

100-92 (A); 91-88 (B+); 87-80 (B); 79-77 (C+); 76-70 (C); 69-67 (D+); 66-60 (D); 59 and below (F)

Evaluation schedule:

- 10% Resume & Cover Letter
- 20% Practice Quizzes (Succeeding With Technology)
- 20% Review Tests (Succeeding With Technology)
- 10% Class participation and attendance
- 20% Assignments and in-class projects
- 20% Final group project presented during last class

Tentative course outline: *Note:* The final class calendar is in WebCT for this course.

Week #: Dates	Topics	Chapter Readings	Application Software
1: Jan 9, 11	Why study computers and digital technologies	1	Word processing
2: Jan 16, 18	Resume Project		Word processing
3: Jan 23, 25	Hardware designed to meet your needs	2	Word processing
4: Jan 30, Feb 1	Software solutions for personal and professional gain; Library Visit	3	Word processing Spreadsheet
5: Feb 6, 8	The Internet and World Wide Web	4	Spreadsheet
6: Feb 13, 15	Telecommunications, wireless technologies, and networks	5	Spreadsheet
7: Feb 20, 22	Digital media for work and leisure; Group Project Organization	6	Spreadsheet
8: Feb 27, Mar 1	Database systems	7	Relational database
BREAK !!			
9: Mar 13, 15	E-commerce	8	Relational database
10: Mar 20, 22	Information, decision support, artificial intelligence, and special-purpose systems	9	Presentation
11: Mar 27, 29	Programming	n/a	To be announced
12: Apr 3, 5	Computer Crime and Information Security	11	Presentation
13: Apr 10, 12	Digital society, ethics, and globalization	12	Web Services
14.1: Apr 17	* subject open *		Web Services
14.2: Apr 19	Team Presentations		Your Success !!