CPSC 1000 - Spring 2014 Syllabus

COURSE: CPSC 1000
TITLE: Introduction to Computing
Class Schedule: On-line class. Instructor is available via e-mail and UTC Online (Blackboard).
Class Location: This course in online only.
Credit: 3 hours
Professor: Dorothy Galas
Office Location: This course is taught by adjunct professor and there is no office. Please make an appointment and a location will be given to you.
Office Hours: Off-Campus
E-mail: Dorothy-Galas@utc.edu

ADA STATEMENT: Attention: If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall http://www.utc.edu/disability-resource-center/ **.**
If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely affecting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438 or http://www.utc.edu/counseling-personal-development-center/index.php **.**

TERM: Spring 2014

Texts:

For this course you are purchasing a textbook code and not a textbook. This code is necessary to activate all the activities, electronic material and exams, associated with the class. You MUST purchase the textbook code. There are NO written texts for this course. If you are unable to purchase your code prior to the first scheduled due date, I suggest you drop the class and take it at a later time. You will get too far behind if you do not have your texts immediately. This is a heavily text-oriented class. Your first assignment using the text is due 1/21 and will take some time to complete. You must have your text to complete the assignment.

The ISBNs for your textbooks are:
- Instant Access Code- Bought online at CengageBrain.com: 9781285734262
- Printed Access Card- Bookstore orders these for us and sells to students: 9781285734255

The microsite is available at – http://cengagebrain.com/micro/MOCSCOMP

The bookstore has assured me they have ordered enough copies of the texts for everyone. If you are confused about what to purchase go to the bookstore and ask for help. Again, you will not get a textbook only a code.

For additional information on information security, please see the following for resources.
http://www.utc.edu/center-information-security-assurance/resources.php

Course Description

Introduction to microcomputer concepts, terminology, and applications such as the Internet, Windows, word processing, spreadsheets, databases, presentation software, and web pages. This course will cover issues related to information security as it pertains to an introductory course.

Grading

Letter grades will be assigned as follows:

- o A = 90-100%
- o B = 80-89.99%
- o C = 70-79.99%

- o D = 60-69.99%
- o F = below 60%

Grading Policy: Grades will be determined by the following percentages found in the table below:

Assignment	Topic	Percent of Total Grade
1	Computers and Digital Basics	5
2	**Windows Operating System**	5
3	Computer Software and Hardware	5
4	**Word** – Pre-Test and Post-Test	15
5	Operating Systems and File Management	5
6	**Excel** – Pre-Test and Post-Test	15
7	LANs and WLANs	5
8	**Access** – Pre-Test and Post-Test	15
9	The Internet	5
10	The Web and E-mail	5
11	**PowerPoint** – Pre-Test and Post-Test	5
12	Digital Media	5
	Discussion Questions	10
	Total	100

Procedure

The course has two major topic categories, computer skills and computer concepts. In the case of the skills modules, these correspond to the major office skills: Windows and File management, Word, Excel, Access, and PowerPoint. In the case of the concepts modules, these will correspond to the major topics in computer science. All work will be completed in SAM. You will take a pre-exam, followed by training, and then a post-exam. **There are deadlines associated with each of the skills and concepts chapters. You must meet the deadlines or receive a 0 for that area.**

Process:
You will use a skills assessment tool called SAM for your work. As stated earlier, you will take a pre-exam to determine how much of the content you know, a training module focused on question you missed in the pre-exam, and a post-test comprised on only those questions you missed in the pre-exam.

- Begin by taking the pre-exam in SAM for the skills for the module you are on (e.g. Word, Excel, etc.).
- If you do well on the pre-test and are happy with the pre-exam grade, you may move on to the next topic.
- After taking the pre-exam, a training module will automatically be generated for you. The training will consist only of questions that you missed. Each training module will consist of 3 parts which you must complete: Observe, Practice, and Apply. This section will not be graded; however, you cannot move to the post-exam without completing the training.
- There are videos showing you how to perform operations available.
- After completing the training and any additional help you find necessary, take the post-test. This must be accomplished by each stated deadline. The post-test will consist only of the topics you missed in the pre-test. The grade will be calculated on both sets of scores. In other words, if you were to miss 10 on the pre-test and got 8 of them correct on the post-test, your grade would be calculated as if you missed 2 of the total, not 2 of the 8. Assume there were 50 questions; you miss 10 on the pre-test and 2 on the post test. Your grade would be 48/50 or 96%.

Pre-Test

A Skills Pre-Test is available from the first day of classes. Each pre-test may be taken one time. If you like your grade on the pre-test, you will not have to complete any additional work associated with that topic. If you do not like the grade from the pre- test, you must complete the training before the post-test is available for you.

Training

The training portion of SAM will be generated for you individually. It will consist only of questions you missed on the pre-test. If you are planning to take the post-test, you must complete all 3 parts of the training (observe, practice and apply). For the skills portion of the class, in the "observe" portion, you will watch each task being performed. In "practice," you will follow as each task is performed. In "apply," you will perform the task from a set of instructions.

In the concepts assignments, the training will be slightly different. You will be given an overview in the Observe, multiple short videos of key related topics in the practice, and various assessments in the apply section. You must complete the apply section for all tasks before you may take the post-exam.

Post-Test

This test is based only on the tasks you missed during the pre-test. If you miss 10 out of 50 questions, you will only find 10 questions on the post-test. Your grade will be dependent on how well you do on the pre-test and post-test. If you miss the same 10 questions on the post-test, your grade would be calculated as 40 out of 50, or 80%. If you get them all correct, you would get 50/50 = 100%.

Discussion Questions

For each concept assignment there will be a discussion questions centered on the topic you are studying. The instructor will post the discussion question under the "Discussion Board" tab of UTC Online. You are required to answer the question and reply to other students' posted answers in the discussion forum. **Each post must be a minimum of 150 words**. You will not receive credit for responses such as "I totally agree." **Students are required to post at least three times, each of those**

posts must be on a different day, and finish all posts by the day the exam for that chapter is scheduled to be completed.   In other words, the first concepts exam is due 1/21. You are expected to have posted 3 times on 3 different days. In addition **the first post is due by midnight of the 3rd day following the post and must be a direct response to the instructor's post.** (For example, if the post is made on Monday, the first post is due by midnight on Wednesday.) The instructor will participate in the forum as an active discussant as well.

Your participation in the discussion forums should be classified into one (or more) of the following categories.

- Presenting new, novel ideas or individual perspectives or ideas on the topics being discussed.
- Current events from the news or the Internet related to the discussion that will enhance the learning of the students. Provide a full bibliographic citation for your references so your colleagues can find/access the material.
- Questions related to the material that will move the discussion forward. These can be new relevant areas of exploration.
- Comments that offer more information, outside experience or specific examples of the content under discussion.

Dr. Karen Adsit from the UTC Walker Teaching Resource Center made the following statement that is very relevant.

"If you come in early and post and never come back to the discussion forum, it is like cruising by the classroom, sticking your head in the door, making a profound statement, and then moving along down the hall. If you don't come back in, you don't "hear" what others have to say about your posts. This is not a discussion. If you come in late (for example, on the last day of the discussion), it is like coming to the classroom on a Saturday, sitting down and discussing with no one there to hear you. This is not a discussion as your classmates may not have a chance to respond to your posts."

Discussions are not dialogs; they take an exchange of information through the period by each of you. Discussion posts make up 10% of your grade. This could be the difference between letter grades, or passing vs. failing. Do not neglect to participate in the discussions.

SAM

SAM stands for Skills Assessment Manager. It is designed to provide a testing mechanism for evaluating both your skills with various Office products and knowledge of Computer Concepts material. You should go directly to SAM by typing http://sam.cengage.com/. (Please note there is no www.)

You purchased a PIN code for SAM when you purchased the text. You will need to sign onto SAM and join your class's section. I have designed a PowerPoint to walk you through signing into SAM. You must either view that power point, view the video online, or come to one of the orientation sessions. Here are the written directions for signing into SAM the first time.

- Go to the SAM at http://sam.cengage.com.
- Select the New User option. The institution code is _____. (View the orientation power points on this course or come to the orientation session (to be announced) to receive this code.)

- Complete the blanks with your name, create a user ID, and password. Your user ID should be your UTC email address. Your password can be anything you will remember.
- Click on the section button.
- Click on Join a Section
  - It is important to join the correct section. Look for your instructor's name and the CRN of the class you are taking.
- Move the appropriate section number from the list on the left to the box on the right using the arrow on the screen.
- Click Save.
- You will not be able to take the exams unless you complete the SAM log-on and join the proper UTC section for your class.

Following is a table listing the hardware and software requirements for SAM access. If you do not have access to a computer meeting these requirements, you may use the computer lab in rooms 306 or 321 of EMCS. These rooms are available 24/7 after the second week of classes. Because you have access to this lab and computers are in the lab, computer failure is not an excuse for not meeting the deadlines. You can also use the computers in the library and the computer lab in the UC. Make sure your computer is in working order and is compatible with SAM *before* the assignment is due. Be sure and check the appropriate resolution. You must have the Flash Player installed to launch an assignment. If you are running an apple laptop that does not support Flash you can run in Windows mode if you have the correct software installed. Parallels Desktop 7 is one of the available software that you can use; there are others. If you want to use an iPad there are some browsers available that allow you to use flash. However, this is not recommended. Check with an Apple dealer or the help desk before installing. Don't assume your system is set correctly. Check it out and do not wait until the last minute. Remember this is NOT a self-paced course and all deadlines must be met.

Each workstation running a SAM product must meet the following minimum system requirements:	
Requirement	**Details**
PC	☐ Processor: Intel Pentium 4 or higher processor required; Intel Centrino or an equivalent multi-core processor recommended ☐ Memory: 512 MB RAM required; 1 GB RAM recommended ☐ Operating Systems: Windows XP SP3 32- or 64-bit, Vista SP1 32- or 64-bit, or 7 32- or 64-bit; Macintosh OS X 10.6 Snow Leopard ☐ Web Browsers: Internet Explorer 7 through 9 for 32-bit versions of Windows or 64-bit versions running in 32-bit emulation mode; Firefox 3.6 through 8.0 for Windows and Macintosh OS X; Safari 4.0 or 5.0 for Macintosh OS X

Audio & Video	□ Graphics: SVGA □ Resolution: Minimum recommended 1024x768 □ Color: 32-bit □ Video Memory: 64 MB minimum; 128 MB recommended □ Video Card: Modern DirectX compatible
Network	□ Internet connection: 56K modem minimum; broadband connection (cable, DLS, T1, or ISDN) recommended. Persistent connection required.
Software and Disk Storage	□ Web Browsers: 4 MB □ Adobe Flash Player 10.2 recommended; versions 9.0.115.0 or higher have been tested and are supported; versions prior to 9.0.115.0 are not supported: 2 MB □ Adobe Reader 8 minimum; 9 recommended: 22.4 MB □ Microsoft Office 2010 Professional for Windows for SAM Projects. Please

Individual Work Policy

While mutual assistance can occur, all assignments are to be done independently. Students are free to seek assistance on the labs and assignments from other students or the instructors. We are available through e-mail; however, the work should be the student's work. **NO assistance is acceptable with test material. Evidence of assistance with a test will result in a zero for that module and may result in immediate failure of the class.**

HELP

There are multiple options available to you for help with this course. First and foremost is your instructor who is there to help you with any difficulty you might be having. Another source of help is SAM, which comes with Training. The SAM Training provides step-by-step details on how to do each task.

Do not wait until the last minute and expect your instructor to be available. You should attempt the pre-test early enough that should problems arise, your instructor has adequate time to respond. Do not expect the instructor to respond immediately.

Student Responsibilities

You are required to read the syllabus and schedule and complete all graded items as scheduled. Your failure to keep up with your work will result in poor performance in the class. No extra credit

assignments will be given for the purpose of increasing your grade. You are responsible for purchasing your text in a timely manner. Exceptions to the printed course schedule, if any, will be announced on UTC Online and/or through e-mail. It is your responsibility to read the announcements. You are responsible for notifying the instructor of any difficulties you are having in a timely manner.

Communication

Contact with your instructor should be done using e-mail. You should expect reasonable access to your instructor. Instructors will answer their e-mail within 24 hours Monday through Friday. In some cases, the instructor may e-mail the entire class if the same questions/problems are being asked, as opposed to e-mailing everyone individually. If you fail to get a response within 24 hours, please contact the department secretary at 423-425-4349. E-mail will be handled using your UTC e-mail address (firstname-lastname@mocs.utc.edu) for communications. Please check your UTC e-mail regularly. Your UTC e-mail account is the expected form of addressing. Remember, e-mail from other accounts may be sent to junk mail. If you have problems with accessing your e-mail account, contact the Help Desk at 423-425-4000. Other forms of communication such as SKYPE or Microsoft Live Messenger may be used at your instructor's discretion.

Important Dates for Spring Term 2014

Class begins	January 6, 2014
Last Day to withdraw without a W	January 19, 2014
Martin Luther King Holiday	January 20, 2014
Midterm grade notifications	February 17-21, 2014
Last official day to withdraw with a W	March 9, 2014
Spring Break	March 10-16, 2014
Last Day of Classes	April 21, 2014
Final Exam	There is no final exam in this class