



# University of Central Oklahoma

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## Computer Technologies for Communication in a Global Society (COMSC 1053)

College of Mathematics and Science - Computer Science Department

### SPRING 2005 COURSE SYLLABUS

#### CLASS/INSTRUCTOR INFORMATION:

**Course Instructor:**..... Chuck Louviere  
**Email:** (use this address to contact me→) ..... [prof@holywordcafe.com](mailto:prof@holywordcafe.com)  
**Web Page** (created for my students) ..... [www.holywordcafe.com/courses](http://www.holywordcafe.com/courses)  
**Course Meeting Place:** ..... Computing Science Room MCS 119  
**Course Meeting Time:** ..... M/W 12:00-1:15/1:30-2:45/3:00-4:15/4:30 PM  
**Course Section #:** ..... 20110/23199/25054  
**Office Hours Location:**..... Computing Science Room MCS 119  
**Office Hours Time:** .....M/W 15 minutes after each class  
**Division Office Phone #:** ..... 974-5717 (Ann Soper – Dept Office Sec)

#### Course Description: (Taken from college catalog)

A study of the fundamental concepts of conventional computer hardware and software systems for gathering and conveying information effectively. Course will include a hands-on introduction to computer hardware and its operation, current microcomputer operating systems, information acquisition and distribution using the Internet and the World Wide Web, and application software for communicating with others. Legal and ethical issues related to the use of computers in a global society will be addressed.

#### COURSE MATERIALS: (Please bring these materials to every class meeting)

**Textbook:** *Computer Technology for Communication in a Global Society – CMSC 1053 University of Central Oklahoma* (Custom printed spiral binding) published by McGraw Hill, ISBN # 0-07-225848-9.

[Textbook can be obtained from the STUDENT BOOKSTORE in the UNIVERSITY CENTER on UCO's campus (974-2736) or from Thompson College Stores (341-0201) in Edmond]



#### Supplemental Materials:

1. At least 2 (two) 3.5" High Density (1.44 MB) floppy diskettes
2. At least 2 (two) SCANTRON sheets (only for first test Form 882-E)
3. Various Instructor Handouts throughout the semester

**Prerequisite(s):** none

#### INSTRUCTION METHODS: (variety is the spice of life)

The instructor will do lectures and laboratory demonstrations. The students will do individual and group projects in a similarly equipped computer laboratory setting.

## Course Objectives: (My goals, and hopefully yours too)

1. *To familiarize the student with:*
  - computer hardware by providing the student hands-on experience with microcomputers
  - computer virus protection software
  - computer ethics and national/international licensing regulations
2. *To provide the student with a working knowledge of:*
  - current operating systems
  - various application software packages, including word processing, spreadsheet, and database, and their integration into a presentation document
  - the Internet, browsing on the World Wide Web, information acquisition and distribution, on-line communication, and e-mail
3. *To give the student the ability to converse intelligently about computer hardware and software, and to interpret hardware needs for personal use*
4. *To prepare the student to adapt to ever changing computer technologies*

## COURSE REQUIREMENTS: (The Exciting Stuff)

**4 EXAMS:** A 50-minute hands on (100-point) exam will be given at the completion of most units. Tests account for **400 points** (57.15%) of the total possible 700 points for this course. Each test will cover only the material for a particular section. *There will be no scheduled comprehensive final.* Tests are scheduled for one day only. It is mandatory that you are here for an exam. I am only here for the times listed in this syllabus. **I DO NOT RETEST.**

**HOMEWORK:** Homework accounts for **160 points** (22.85%). The student's name should appear in the upper right hand corner. Homework assignments are due at the **beginning** of each class meeting following the date they are assigned. Class does not begin when you arrive. If you are late, your assignment is late. Homework assignments are considered given after that material is covered in class and are all clearly listed in this syllabus. Meeting twice a week means that you will have homework assignments to turn in almost every day. It is very important that you do not get behind in this area.

**PLEASE NOTE:** I give **50% credit for late work.** This offer is available until we test for that unit. **After a unit test is given, homework for that unit will no longer be accepted.** No homework is accepted after the last scheduled test.

**HANDOUTS:** There may be an occasion that I run across a great chart, article, reference sheet, list of shortcuts, or other relative computing material. You may run across such information as well. I usually try to pass these resources on for the benefit of the class.

**ATTENDANCE:** Students need to attend class regularly to achieve an *acceptable* level of proficiency. I use **attendance sheets** passed out randomly during each class to keep attendance records. It is your responsibility to make sure your name is legibly placed on this list. **I do not distinguish between excused and unexcused absences.** Three (3) tardies constitute one (1) absence. Leaving early before the *lecture* is complete is also unacceptable and will be recorded.

You will be pleased to know that your attendance also has a point value that is figured into the total possible points for the course. Your presence for each class session is worth **5 points** with a maximum of 140 points for the course. This adds up to 28 class sessions (5x28=140). Though absences are undesirable, students may miss up to **four (4)** class sessions without affecting the total attendance points. Attendance accounts for **140 points** (20%) of the course. Perfect or near perfect attendance may be rewarded with a point (or two) being added to a student's final score (this would be nice for final averages bordering the next letter grade).

## GRADING SCALE: (simple grading scale)

This course has a total of 700 possible points and is presented in various units. The final letter grade for the course uses the following grading scale:

<b>A</b>	630-700 (90% -100%)	<b>Accomplished Course Objectives with Excellence:</b>
<b>B</b>	560-629 (80% - 89%)	<b>Accomplished Course Objectives with Merit:</b>
<b>C</b>	490-559 (70% - 79%)	<b>Accomplished Course Objectives with Competence:</b>
<b>D</b>	420-489 (60% - 69%)	<b>Accomplished Course Objectives with Acceptance:</b>
<b>F</b>	000-419 (below 60%)	<b>Course Objectives below Minimum Acceptance:</b>

## TENTATIVE COURSE OUTLINE: (Our semester at a glance)

Unless otherwise noted, Homework assignments are listed on the day they are assigned and are due at the beginning of the next class period.

Week	Date	Topic/Book Section	Homework Assigned
1	M	Syllabus, Introductions, Policies	Student Information Sheets
	W	Email Basics and the <u>Uconnect</u> System	Email Assignment ( <b>5 pts</b> ) Email your professor a short message. Use your <i>course, time, first and last name</i> as the <b>subject line</b> . EX: UCO 1053 2:00 PM John Doe
2	M	<b>HOLIDAY – NO CLASS</b>	
	W	<b>Computing Concepts: The Basics (hardware)</b>	N/A
3	M	<b>Computing Concepts: The Basics (software)</b>	Computer Comparison Handout ( <b>15 pts</b> )
	W	<b>Windows Basics</b>	N/A
4	M	<b>Windows Basics</b> con't and File Management Test Review	<b>WIN 1.35</b> True/False, Fill-In, Multiple Choice ( <b>5 pts</b> )
	W	<b>TEST #1: Concepts and Windows</b>	( <b>100 pts</b> ) BRING SCANTRON
5	M	<b>WORD 1: Working with a document</b>	<b>WD 1.27</b> 1. Creating Your Personal Mission Statement Steps 1-17 ( <b>5pts</b> )
	W	<b>WORD 2; Editing and Formatting Documents</b>	<b>WD 2.42</b> 2. Creating a One-Page Personal Resume – Do and print ( <b>5pts</b> )
6	M	<b>WORD 3: Advanced Editing and Formatting</b>	<b>WD 3.44</b> 2. Printing Landscape - Do Steps 1-17 and print it ( <b>5 pts</b> )
	W	<b>WORD 4: Using Tables and Graphics</b> Review for Word Test	<b>WD 4.47</b> 1. Using Tables to Create an Invoice – Do and print ( <b>5 pts</b> )
7	M	<b>TEST #2: WORD</b>	( <b>100 pts</b> )
	W	<b>INTERNET 1: Intro to the WWW</b>	Presentation
8	M	<b>INTERNET 2: Browsing the Web</b> <b>INTERNET 3: Searching the Web</b>	Hands On
	W	<u>WORKDAY</u> : Small Group Project (2 or 3 people)	Scavenger Hunt Handout ( <b>25 pts</b> ) <b>DUE ON THIS DAY</b>
9	M	<b>HTML 1: Introduction to Web Pages</b> <b>HTML 2: Formatting Pages with HTML</b>	N/A
	W	<b>HTML 3: Advanced HTML Features</b>	Create a Web Page HANDOUT ( <b>50 pts</b> )
10	M	<b>SPRING BREAK – NO CLASS</b>	

Week	Date	Topic/Book Section	Homework Assigned
	W	SPRING BREAK – NO CLASS	
11	M	WORKDAY: Work on HTML project	Turn in HTML Project <b>DUE ON THIS DAY</b>
	W	EXCEL 1: Creating Worksheets for Decision Makers	EX 1.43 1. Creating a Purchase Order – This has 2 Prints (5 pts)
12	M	EXCEL 2: Planning and Creating a Workbook	EX 2.43 1. Building a Product Comparison Worksheet – Only turn in the first print, skip last print (5 pts)
	W	EXCEL 3: Formatting a Worksheet	EX 3.46 2. Creating a Business Card - Steps 1-15 (5 pts)
13	M	EXCEL 4: Creating Charts Review for Excel Test	EX 4.47 1. Charting Olympic Gold, Silver, and Bronze Medals - Steps 1-12 Do all prints (5 pts)
	W	TEST #3: EXCEL	(100 pts)
14	M	POWERPOINT 1: Presentation Basics	PP 1.43 1 Little White School House Meeting Presentation - Steps 1-13. ADDITIONAL INSTRUCTIONS: When done go to FILE, then PRINT... Select HANDOUTS in the PRINT WHAT section. Print 9 slides per page. (5 pts)
	W	POWERPOINT 2: Organizing Your Presentation	PP 2.41 1 Escape Travel - Steps 1-10. Print 6 slides per page. (5 pts)
15	M	POWERPOINT 3: Refining Your Presentation	PP 3.47 1 United Accounting – Steps 1-11. Print 4 slides per page. (5 pts)
	W	POWERPOINT 4: Enhancing Your Presentation with Graphics	Printout of Chapter Four (5 pts) Final Test HANDOUT
16	M	Work on PowerPoint Presentations	N/A
	W	TEST #4: PowerPoint (To receive credit for this test, presentation must be made to this class by his day)	(100 pts)
Finals	M	See UCO Finals Week Schedule (optional)	UCO Schedule
	W		

### Additional Information:

**Disclaimer:** The schedule presented in this syllabus is tentative and may change in extenuating circumstances or as deemed necessary by your instructor.

**Computer lab hours:** Take note of the lab hours posted outside the Computer Lab.

**Emergencies:** I do understand about interruptions in the normal course of life. In the event of an actual sincere emergency, contact me ASAP to discuss your situation and/or options.

### Information Sheet and Syllabus Attachment (attached)

Source: <http://www.busn.ucok.edu/academicaffairs/forms.htm>

### OTHER CLASSROOM RULES

- **Pay attention:** distractions to class education are not tolerated and you will be asked to leave
- **No food or drink:** not near the computers
- **Cell phones and pagers:** can be left on (**NOT DURING TESTS**), but if they go off during class time they need to be silenced immediately. If you need to answer the call, please take it outside.