

To Provost
3/22/06

UWUCC Appr 3/21/06
05-53 Senate Info 5/2/06

Undergraduate Distance Education Review Form

(Required for all courses taught by distance education for more than one-third of teaching contact hours.)

Existing and Special Topics Course

Course: COSC101 Microbased Computer Literacy

Instructor(s) of Record: Therese D. O'Neil

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Received

MAR - 3 2006

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Step One: Proposer

A. Provide a brief narrative rationale for each of the items, A1- A5.

1. How is/are the instructor(s) qualified in the distance education delivery method as well as the discipline?

I am a full-time, tenured faculty member with 32 years of teaching experience. I have been teaching the COSC101 course since 1991 in the traditional classroom. I am currently working toward a Certificate of Distance Education from Penn State's World Campus.

2. How will each objective in the course be met using distance education technologies?

Objective 1 List the components of a microcomputer system

Upon reading Chapter 1 'The Components Computer' of the required textbook, students will complete the questions in the back of the chapter, multiple choice, matching and short answer. They will then go to the student companion website from the textbook and identify components of the computer from the 'Label the Figure' exercise.

Objective 2: Use software in the categories of operating systems, word processing, spreadsheet, database management, presentation graphics, and the enhancement of learning

The **operating system** taught will be Windows XP, Professional Edition. The assessment software SAM2003 by Course Technology will be used. Upon logging on to the SAM website, students will practice mouse functions, file management in the windows explorer, opening and closing windows, minimizing and maximizing windows, desktop management and running multiple programs. The software will generate a report of their progress to be checked by the instructor. This application will be tested in Examination 1.

The **word processing** program taught is Microsoft Word 2003. Students will work hands-on exercises from the required textbook from chapter 1: Introduction: What Will Word Processing Do For Me? Chapter 2. Gaining Proficiency: Editing and Formatting. Chapter 3. Enhancing a Document: The Web and Other Resources. And Chapter 4. Advanced Features: Outlines, Tables, Styles, and Sections. Students will submit their finished files through Webct. Students will be evaluated on these concepts in examination 1.

The **spreadsheet** program taught is Microsoft Excel 2003. Students will work the hands-on exercises from the required textbook from Chapter 1. Introduction to Microsoft Excel: What Is a Spreadsheet? Chapter 2. Gaining Proficiency: The Web and Business Applications. Chapter 3. Graphs and Charts: Delivering a Message. and Chapter 4. Spreadsheets in Decision Making: What If? Completed files will be uploaded into Webct for grading. Students will be evaluated on this application in examination 2.

The **database management** program taught is Microsoft Access 2003. Students will work the hands-on exercises from the required textbook from Chapter 1: Introduction to Microsoft Access: What Is a Database? Chapter 2. Tables and Forms: Design, Properties, Views, and Wizards. and Chapter 3. Information from the Database: Reports and Queries. All finished files will be uploaded into Webct for grading. Students will be evaluated on this application in examination 2

The **presentation graphics** program taught is Microsoft PowerPoint 2003. Students will complete the hands-on exercises from the required textbook from Chapter 1, Introduction to PowerPoint: Presentations Made Easy and Chapter 2. Gaining Proficiency: Slide Show Tools, the Web, and Slide Masters. Students will upload their completed files into Webct for grading by the instructor. Students will be evaluated on this application in the final examination.

Objective 3: Use e-mail and the Internet to communicate and locate information

Students will complete the following email commands from an assignment given: Compose, Send, Reply, Attach, Forward and create a signature using IUP's email client. Interaction with the instructor via IUP's email will evaluate this activity. Each student will be assigned either a trailblazer in technology or a company on the cutting edge of technology. This will be the subject of an Internet Searching assignment. Using a search engine of choice, students will search for information pertaining to their topic based upon the rubric given. They will then post a discussion board message explaining their findings to the class. Students will then interact to each other's topics through the discussion board.

Objective 4: Understand the historical, current, and future trends in computing

Upon reading the Special Feature section of the assigned textbook entitled "Timeline", students will write a paper depicting the evolution of computers from 1937 to the present. Using the timeline as a guide, they will then enter the discussion board and discuss their idea of what the future trends in computing will entail.

Objective 5: React to new applications and technologies as they evolve in the coming years.

Upon reading chapter 9, Communications and Networks in the textbook, students will use the discussion board to interact with each other the subjects of Wireless technologies, Global Positioning Systems, Smart phones, and PDAs as they relate to changing the way society communicates with each other. A paper will be written discussing this issue. Upon reading an article given, discuss the use of microprocessor implants being used in humans to help perform basic functions.

Objective 6: Recognize the value of computing as an intellectual skill whose concepts have inherent value analogous to those of mathematical and logical reasoning, and to those of language itself.

Students will use the chat room to discuss the importance of computer literacy in today's society. They will explore all categories of computer users from the textbook and give examples of how computers are used in various careers. A paper will be written giving examples of how the computers are used in their particular discipline.

Objective 7: Identify issues in computing as they relate to ethical, social, psychological, political, and economic implications.

Students will discuss the use of outsourcing jobs as it pertains to the economy in webct's chat room. They will also discuss the pros and cons of voting via the Internet as it pertains to the political economy. Upon reading Chapter 11, Computer Security, Ethics and Privacy, the students will write a paper discussing the six frequently discussed areas of computer ethics, give examples of copyright infringement in the area of MP3 file sharing and describe six symptoms of computer addiction

Objective 8: Develop critical thinking in the area of current Information Technology issues.

Using the discussion board of Webct, describe environmental issues of green computing, ergonomics and workplace design, and computer forensics as it relates to society.

3. How will instructor-student and student-student, if applicable, interaction take place?

Student to student interaction will be utilized by chat rooms via the Webct environment. Chat rooms will be limited to a maximum of 15 students to allow for better student interaction. The class will be split into groups. Instructor to student interaction will be through electronic mail and chat rooms.

4. How will student achievement be evaluated?

All exams will be administered through the assessment software SAM2003, Version 3.0. Students will be evaluated by completing hands-on exams utilizing Windows XP/Word, Excel, Access and PowerPoint. The computer concepts will be evaluated in SAM via objective questions during the final exam. They will also be evaluated on written assignments from assigned materials, participation in chat rooms and discussion boards,

Approved as distance education course

Rejected as distance education course

Signature of Provost

Date

Forward form and supporting materials to Associate Provost.

Indiana University of Pennsylvania

Computer Science Department

Microbased Computer Literacy

Online Course Syllabus

Instructor: Therese D. O'Neil, M.Ed.

Email: toneil@iup.edu

Online Office Hours: Tuesdays/Thursdays from 10:00 am to 12:00 noon

Computer Science Office: 724-357-2524

I. Course Description

An introductory course designed to provide students with a fundamental understanding of computers. The course familiarizes students with the interaction of computer hardware and software. Emphasis is placed on the application of microcomputers, the use of productivity software (word processing, spreadsheet management, file and database management, presentation graphics, web browsers, search strategies, and e-mail), and the social and ethical aspects of the impact of computers on society. (Does not count toward Computer Science major). Note: This course is cross listed as BTED and IFMG 101. Any of these courses may be substituted for each other and may be used interchangeably for D or F repeats but may not be counted for duplicate credit.

II. Course Objectives

- List the components of a microcomputer system.
- Use software in the categories of operating systems, word processing, spreadsheet, database management, presentation graphics, and the enhancement of learning.
- Use e-mail and the Internet to communicate and locate information.
- Understand the historical, current, and future trends in computing.
- React to new applications and technologies as they evolve in the coming years.
- Recognize the value of computing as an intellectual skill whose concepts have inherent value analogous to those of mathematical and logical reasoning, and to those of language itself.
- Identify issues in computing as they relate to ethical, social, psychological, political, and economic implications.
- Develop critical thinking in the area of current Information Technology issues.

III. Required Textbooks

Discovering Computers 2006, A Gateway to Information, Introductory, Shelly, Cashman, Vermaat, Course Technology Publishing.

Microsoft Office 2003: Introductory Concepts and Techniques, Premium Edition, Gary B Shelly, Thomas J Cashman, Misty E Vermaat, ISBN: 1-4188-5931-1 cc 2007

Reading Requirement as a Liberal Studies Course:

Hafner, Katie, and Markoff, John, Cyberpunk, Outlaws and Hackers on the Computer Frontier, Simon & Schuster, 1995.

IV. WebCT (Web Based Tools)

This course uses Webct as part of its classroom environment. All information about the course is in Webct. All assignments will be uploaded into Webct.

V. IUP Electronic Mail

In addition to Webct, the university's i-mail client will be the only other method of communicating.

VI. Expectations

Each student is expected to log onto Webct and IUP email daily. You are responsible for knowing the due dates of all assignments and uploading them into Webct on time. You are also expected to spend at least two hours per day working on course materials.

VII. Course Content

Concepts:

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet and World Wide Web
- Chapter 3: Application Software
- Chapter 4: The Components of the System Unit
- Chapter 5: Input
- Chapter 6: Output
- Chapter 7: Storage
- Chapter 8: Operating Systems and Utility Programs
- Chapter 9: Communications and networks
- Chapter 11: Computer Security, Ethics, and Privacy

Applications:

- Internet and the World Wide Web using Internet Explorer 6.0
- Electronic Mail using IUP's i-mail system
- Webct
- Microsoft Windows XP
- Microsoft Word 2003
- Microsoft Excel 2003

VIII. Class Attendance

Class attendance will be taken in the Webct mandated chat rooms. Missing a chat session will count as one class session missed. The allotted absence is three class hours. If there is an emergency, notify me immediately. Five points will be deducted from the final points earned for written assignments for each day missed beyond the allotted three hours. Missing one third of the course will result in an automatic F in the course.

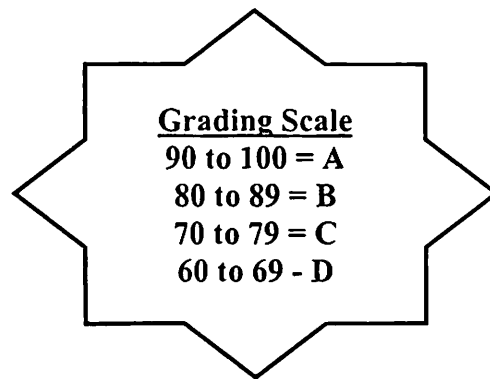
IX. Evaluation Method

All exams are administered online via SAM2003 version 3.0 assessment software. You must be present and show a picture ID to take the exam, locations for all exams will be at the Northpointe campus computer lab.

Evaluation Process

Percent of Grade

Exams	50%
Lab work /Quizzes	10%
Discussion Board/Chat Rooms/written assignments	30%
Cyberpunk Project	10%



Participation in Discussion Board. There are four discussion board assignments. The first is in conjunction with a searching assignment whereby you will be assigned a trailblazer of technology or a company on the cutting edge of technology. You will use the Internet to find information about your topic. After researching, you will post a discussion board message explaining your person and/or company to the rest of the class. You will then reply to at least two other students' postings. Discussions will be graded on quality of the content, grammar and spelling, current data (no older than 2003), bibliography is required. You must have at least three postings, one your topic and two replies. The second discussion board topic is a timeline from chapter 4. The third discussion is in conjunction with chapter 9 and the future of wireless technologies and how they affect society. Each discussion session is worth 20 points. This exercise is worth 80 points.

Participation in Chat Discussions: There will be five chatroom sessions (one per week). Each session is worth twenty points. You are required to participate in discussions, with your peers and the instructor, about the assigned readings. You will be graded on attending and participating during the assigned chatroom time, and providing thoughtful and relevant dialogue to the discussion. . Although there are six chatroom assignments, only four will be graded; this allows for some flexible with people's summer schedules. Two hours will be allotted for each chatroom time. The chatroom times will be chosen based on the availability of those in the class, which will be discussed the first day of class. This activity is worth 100 points.

Written assignments – There are ten small written assignments that are worth 15 points each. These assignments are taken from the required textbook chapters. The assignments are due every week by noon on Saturday (June 10, 17). The total points for this evaluation method are 150. The assignments are to be submitted through WebCT. Late assignments will be deducted three points for every twelve hours it is late. All assignments will be no more than one page, double spaced using a Times New Roman 12 point font.

Laboratory assignments: The lab assignments will be selected from the Microsoft Office 2003 textbook. The assignments are to be uploaded into Webct.

CyberPunk Project

A typed paper will be written on one section of the Cyberpunk paper assigned. A rubric of requirements will be given after Word 2003 has been presented. This paper will be worth 10% of the final grade.

Final Examination

The final exam will be given using the SAM Assessment Software and will encompass Computer Concepts, Windows XP, Word 2003, Excel 2003, Access 2003 and PowerPoint 2003. Failure to take the final exam is an automatic F in the course.

Tentative Course Schedule ***

***** chatroom times are not on the syllabus due to coordinating student schedules**

UNIT 1

Introduction to course/Chapter 1

- Discuss course
- Discuss chatroom times
- Overview of topic area
- Expectations
- Chapter 1: Introduction to Computers

1. Read pages 2 to 39
2. Go to the companion website: <http://www.scsite.com/dc2006>
3. Select Chapter 1
4. Under the left frame: Click on '**Learn It Online**' from the **Exercises** category
5. Choose number 1: **At the Movies – Walking the PC Pioneer Trail**
6. Choose one topic of your choice.
7. Write a one page paper, double spaced, about what you learned from this video. Upload into Webct
8. Under the 'Checkpoint', complete the Label the Figure Section.

Chapter 2: The Internet and World Wide Web/Electronic Mail

- 🏠 Discuss the history of the Internet
- 🏠 Explain how to access and connect to the Internet
- 🏠 Analyze an IP address
- 🏠 Identify the components of a Web address
- 🏠 Explain the purpose of a Web browser
- 🏠 Search for information on the Web
- 🏠 Describe the types of websites
- 🏠 Recognize how web pages use graphics, animation, audio, video, virtual reality and plugins
- 🏠 Identify the steps required for web publishing
- 🏠 Describe the types of ecommerce
- 🏠 Explain how e-mail, ftp, newsgroups and message boards, mailing lists chat rooms instant messaging and Internet telephony works
- 🏠 Identify the rules of netiquette

Written Assignment 2

1. Read pages 66 to 103
2. Go to the companion website
3. Select Chapter 2
4. From the left frame, choose '**Trailblazers**' from the **Beyond the Book** section
5. Choose someone of your choice
6. Write a one-page paper about that person.

Electronic Mail Assignment: See instructions in Webct, due by June 10.

DISCUSSION BOARD TOPIC 1

Searching Assignment: Using a search engine of choice, search for information about the topic assigned to you (see Webct). Then, post a message on the Discussion Board explaining your findings. You are to explain your topic so that we who know nothing about your company or your person, will come away from your posting with a knowledgeable understanding of your topic. You are to begin your Discussion Board assignment today. .

Chapter 3: Application Software**Chapter 4: The Components of the System Unit**

- Identify the categories of application software
- Explain ways software is distributed
- Explain how to work with application software
- Describe the advantages of using application software on the Web
- Describe the learning aids available for application software

Written Assignment 3

1. Read pages 133 to 169
2. Go to the Companion Website
3. Click on Chapter 3
4. Click **Career Corner** under **Beyond the Book** section
5. Choose a career of choice
6. Write a one-page paper about that career

Chapter 4:

- Differentiate among various styles of system units
- Identify chips, adapter cards, and other components of a motherboard
- Describe the components of a processor and how they complete a machine cycle
- Identify characteristics of various personal computer processors on the market today
- Define a bit and byte
- Differentiate among the various types of memory
- Identify components in mobile computers and mobile devices
- Understand how to clean a system unit

Written Assignment 4

1. Read pages 183 to 219
2. Go to the Companion Website
3. Click on Chapter 4
4. Click on **Timeline**, under **Features**
5. Choose five different years (no two years from the same decade), including the year you were born, and type a one-page paper explaining what happened in technology during those years.

DISCUSSION BOARD TOPIC 2: Log on to Webct and post a message about what you think the future will entail, the new computing age. Reply to two other messages.

Chapter 5: Input and Chapter 6: Output

- ✓ Define input
- ✓ Define various input devices
- ✓ Explain the types of terminals
- ✓ Identify alternative input devices for physically challenged users

Written Assignment 5

1. Read pages 233 to 269
2. Go to the Companion Website
3. Click on Chapter 5
4. Click on **Companies** from the **Beyond the Book** section and write a one-page paper on a company of your choice
5. **PART TWO:** Go to page 282 of your textbook: **Special Feature Personal Mobile Devices.**
6. Choose one topic from this section and write 'another' one-page paper on your topic

Chapter 6:

- ✓ Describe the four categories of output
- ✓ Describe various ways to print
- ✓ Differentiate between a Nonimpact printer and an Impact printer
- ✓ Identify output options for physically challenged users

Written Assignment 6

1. Read pages 299 to 329
2. Go to the Companion Website
3. Click on Chapter 6
4. Click on **Tech News** under **Features**
5. Click on one of the topics under Chapter 6
6. Look through that website and write a paper on what you have read

Unit 2

Chapter 7: Storage

- 1. Differentiate between storage and storage media
- 2. Describe the characteristics of magnetic disks
- 3. Differentiate between floppy disks and Zip disks
- 4. Differentiate among CD-ROMs, recordable CDs, rewritable CDS, DVD-ROMS, recordable DVDs and rewritable DVDs.
- 5. Identify the uses of tape
- 6. Discuss PC cards and various types of miniature mobile storage media
- 7. Identify uses of microfilm and microfiche

Written assignment 7

1. Read pages 353 to 383
2. Go to the Companion Website
3. Click on Chapter 7

4. Under the left frame: Click on '**Learn It Online**' from the **Exercises** category
5. Choose number 1: **At the Movies – Walking the PC Pioneer Trail**
6. Choose from one of the following topics and write a one-page paper on what you have learned: (you cannot repeat a topic, if you did one of the below topics in chapter 1, choose a different one)

Beam DVDs from Room to Room

How to Tell When Your Hard Drive's About to Die

Install a New Hard Drive

Online Data Storage Options

Repair Your CD Scratches

USB Basics

Chapter 8 Operating Systems and Utility Programs and Microsoft Windows XP

- Identify the types of system software
- Describe the functions of an operating system
- Explain the purpose of the utilities included with most operating systems
- Explain the purpose of several stand-alone utility programs
- Complete the Windows XP training program in SAM software

Assignment 8: in SAM software

Log onto SAM and complete the Windows XP Training which entails:

Getting Started with Windows

Working with Programs

Working with Windows

Windows Help

Working with Files










Working with Menus and Toolbars

File and Folder Management

Disk Management

Customizing Windows

Chapter 9: Communications and Networks

-  Discuss the components required for successful communications
-  Identify various sending and receiving devices
-  Describe uses of computer communications
-  List advantages of using a network
-  Differentiate among client/server, peer-to-peer, and P2P networks
-  Explain the purpose of communications software
-  Describe the types of lines for communications over the telephone network
-  Discuss different ways to set up a home network
-  Identify various physical and wireless transmission media

DISCUSSION TOPIC 3: Use the following topics as a subject of discussion: Wireless technologies, Global Positioning Systems, Smart phones, and PDAs as they relate to changing the way society communicates with each other.

Writing Assignment 9 is a paper will be written discussing this issue.

Chapter 11: Computer Security, Ethics and Privacy

- ☞ Describe the types of computer security risks
- ☞ Identify ways to safeguard against computer viruses, worms, Trojan horses, denial of service attacks, back doors, and spoofing.
- ☞ Discuss techniques to prevent unauthorized computer access and use
- ☞ Identify safeguards against hardware theft and vandalism
- ☞ Explain the ways software manufacturers protect against software piracy
- ☞ Discuss issues surrounding information privacy
- ☞ Discuss ways to prevent health-related disorders and injuries due to computer use

DISCUSSION TOPIC 4: Describe environmental issues of green computing, ergonomics and workplace design, and computer forensics as it relates to society.

Written Assignment 10 (this one can be two pages)

Discuss the pros and cons of voting via the Internet as it pertains to the political economy. Discussing the six frequently discussed areas of computer ethics, give examples of copyright infringement in the area of MP3 file sharing and describe six symptoms of computer addiction

Unit 3

Microsoft Word

Working from the Microsoft Office textbook, complete the following chapters and upload the files into Webct no later than Thursday, June 22 at noon.

- Chapter 1, Creating and Editing a Word Document
- Chapter 2. Creating a Research Paper
- Chapter 3. Creating a Resume
- Using a Wizard and a Cover Letter with a Table

Training in SAM: (optional)

Remedial work is available in the SAM software package. If you need additional help with any of the above chapters, consult the SAM software.

A Word Quiz will be available to take in SAM.

Practice Questions in SAM (optional)

A Word practice exam is available for preparation for the exam tomorrow.

**Exam 1: Microsoft Windows XP and Microsoft Word
Northpointe Campus Computer Lab
Time: TBA**

Microsoft Excel

Working from the Microsoft Office textbook, complete the following chapters and upload the files into Webct no later than Tuesday, June 27 at noon.

- Chapter 1 Creating a Worksheet and an Embedded Chart
- Chapter 2 Formulas, Functions, Formatting, and Web Queries
- Chapter 3: What-If-Analysis, Charting, and Working with Large Worksheets

Training in SAM: (optional)

Remedial work is available in the SAM software package. If you need additional help with any of the above chapters, consult the SAM software.

Quizzes in SAM (mandatory, take before the exam on June 28)

An Excel Quiz will be available to take in SAM.

Practice Questions in SAM (optional)

An Excel practice exam is available for preparation for the exam tomorrow.

Unit 4

Continue working in Excel

Microsoft Access

Working from the Microsoft Office textbook, complete the following chapters and upload the files into Webct no later than Saturday, July 1 at noon.

- Chapter 1: Creating and Using a Database
- Chapter 2: Querying a Database Using the Select Query Window

- Chapter 3: Maintaining a Database Using the Design and Update Features of Access
- Integration Feature: Sharing Data among Applications

Training in SAM: (optional)

Remedial work is available in the SAM software package. If you need additional help with any of the above chapters, consult the SAM software.

Quizzes in SAM (mandatory, take before the exam on June 30)

An Access Quiz will be available to take in SAM.

Practice Questions in SAM (optional)

An Access practice exam is available for preparation for the exam.

**Exam 2 Microsoft Excel and Access
Northpointe Campus Computer Lab
Times: TBA**

Microsoft PowerPoint

Working from the Microsoft Office textbook, complete the following chapters and upload the files into Webct no later than Saturday, July 1 at noon.

Chapter 1: Using a Design Template and Text Slide Layout to Create a Presentation

Chapter 2: Using the Outline Tab and Clip Art to Create a Slide Show

Training in SAM: (optional)

Remedial work is available in the SAM software package. If you need additional help with any of the above chapters, consult the SAM software.

Quizzes in SAM (mandatory, take before the exam on June 30)

A PowerPoint Quiz will be available to take in SAM.

Practice Questions in SAM (optional)

A PowerPoint practice exam is available for preparation for the exam.

Unit 5

Work on the Cyberpunk paper. Finish discussion board discussions.

Final Exam: **NORTHPOINTE CAMPUS COMPUTER LAB**
Times: TBA

Indiana University of Pennsylvania
Computer Science Department
COSC101 MICROBASED COMPUTER LITERACY
Sample Lesson: Windows XP
Distance Education Course

Instructor: Therese D. O'Neil, M.Ed.

1. Log onto SAM2003, Version 3.0
2. Click on 'Assignments'
3. Choose the application: Windows XP Training

The following concepts are used in this lesson:

Mouse functions
Switching between software programs
Start/shut down
Minimizing, maximizing, restoring, closing a window
Moving and resizing a window
Running multiple programs
Closing programs

WORKING WITH FILES

Opening the Windows Explorer
Copy, rename, move files
Create a new folder
Delete a file
Delete a folder
Expanding the hierarchy of files
Collapsing folders
Working with the toolbar
Working with the menu bar

Complete all 100 hands-on training exercises.

Quizzes in SAM (mandatory)

Click on Assignments
Open the Windows XP Quiz

Practice Questions in SAM (optional)

A Windows XP practice exam is available for preparation for the exam.

SYLLABUS OF RECORD

MICROBASED COMPUTER LITERACY

I. Catalog Description

BTED101
COSC101
IFMG101

Microbased Computer Literacy

3 credits
0 lab hours
3 lecture hours
(3c – 0l – 3h)

An introductory course designed to provide students with a fundamental understanding of computers. The course familiarizes students with the interaction of computer hardware and software. Emphasis is placed on the application of microcomputers, the use of productivity software (word processing, spreadsheet management, file and database management, presentation graphics, web browsers, search strategies, and e-mail), and the social and ethical aspects of the impact of computers on society. (Does not count toward Computer Science major). Note: This course is cross listed as BTED and IFMG 101. Any of these courses may be substituted for each other and may be used interchangeably for D or F repeats but may not be counted for duplicate credit.

II. Course Objectives

- List the components of a microcomputer system.
- Use software in the categories of operating systems, word processing, spreadsheet, database management, presentation graphics, and the enhancement of learning.
- Use e-mail and the Internet to communicate and locate information.
- Understand the historical, current, and future trends in computing.
- React to new applications and technologies as they evolve in the coming years.
- Recognize the value of computing as an intellectual skill whose concepts have inherent value analogous to those of mathematical and logical reasoning, and to those of language itself.
- Identify issues in computing as they relate to ethical, social, psychological, political, and economic implications.
- Develop critical thinking in the area of current Information Technology issues.

III. Detailed Course Outline

- | | | |
|----|--|---------|
| A. | Introduction to Computing Systems | 3 hours |
| | 1. History of Computer Development | |
| | 2. Components of Computer Systems | |
| | 3. Classification of Computer Systems | |
| B. | Microcomputer Hardware | 3 hours |
| | 1. Microprocessors | |
| | 2. Primary and Secondary Storage | |
| | 3. Input/Output Components | |
| C. | Microcomputer Operating Systems | 4 hours |
| | 1. Single-user, Multiuser, and Multitasking Operating Systems, | |
| | 2. System Software: Language Translators & Utility Programs | |
| | 3. Advanced Features of Operating Systems | |
| D. | Major Applications | |
| | 1. Word Processing | 6 hours |
| | a. Fundamental Concepts | |
| | b. Basic Applications | |
| | c. Integration | |
| | 2. Electronic Spreadsheets | 5 hours |
| | a. Fundamental Concepts | |
| | b. Basic Applications | |
| | c. Integration | |
| | 3. Record and File Management Systems | 1 hour |
| | a. Fundamental Concepts | |
| | b. Basic Applications | |
| | 4. Database Management Systems | 5 hours |
| | a. Fundamental Concepts | |
| | b. Basic Applications | |
| | c. Integration | |
| | 5. Presentation Graphics Applications and Integrated Software | 4 hours |
| | a. Fundamental Concepts | |
| | b. Basic Applications | |
| | c. Integration | |

6. Use of the Internet for Information Retrieval and Communications 3 hours
 - a. Fundamental Concepts
 - b. Basic Applications
- E. Other Personal Use Applications Software 1 hours
 1. Personal Financial Management
 2. Management Information Systems/Decision Support Systems
 3. Artificial Intelligence and Expert Systems (Basic ideas)
- F. Data Communications 2 hours
 1. Components of Data Communications Systems
 2. Diversity of Networks
 3. Electronic Library Catalogs and other Public Database Systems
- G. Impact of Computers on Society and the Individual 2 hours
 1. Computers in Business, Education, Government, Arts and Sciences
 2. Ethical considerations, social, psychological, political and economics
 3. Ergonomics, Green Computing.
- H. Information Assurance 3 hours
 1. Individual Privacy on the Internet
 2. Software Piracy
 3. Computer Crime/hackers
 4. Computer Viruses and hoaxes
 5. Computer Surveillance

Assignments

Assignments will include projects on word processing, spreadsheets, database manipulation, and presentation graphics. Also, students will read a related book dealing with the application of computers in subject areas that are related to their major fields of study or are of interest to them. There will be an assignment made based on the material read. The students then present summary reports of the articles together with their reactions to the articles. The word processing package taught in the course will be used for the reports.

IV. Evaluation Methods

The final grade for the course will be determined as follows:

	Suggested Percentage
1. Projects. Five projects covering word processing, spreadsheets, database management, presentation graphics and electronic mail.	30 – 40%
2. Reaction papers to liberal studies textbook and book review. Library and Internet search and reaction to articles dealing with computer applications. A minimum of two reaction papers of this nature.	10 – 20%
3. Quizzes and homework assignments	10 – 20%
4. Examinations. Minimum of two exams during the course of the regular teaching semester, and a final exam at the end of the semester.	40 – 50%

Grading Scale:

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
59 and below = F

VI. Required Textbook(s), Supplemental Books and Readings

This course requires several textbooks. Following are typical up-to-date textbooks that have been used by various professors in all three departments.

Computer Concepts textbooks (not limited to these texts)

Baber, Roberto, Meyer, Marilyn, Pfaffenberger, Bryan, Computers in the Future, Prentice Hall Publishing, Copyright 1999, ISBN: 1-58076-085-6

Capron, H. L. Computers: Tools for an Information Age, Brief Edition, Prentice Hall Publishing, Copyright 2000, ISBN: 0-201-47660-6.

Cashman, Thomas J, Shelly, Gary B, and Vermaat, Misty E Discovering Computers 2001 Concepts for a Connected World, -Course Technology Publishing, Copyright, March, 2000 ISBN: 0-7895-5937-4

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VI. Special Resource Requirements

None

VII. Bibliography

In addition to the above texts, following is a current list of magazine resources used in preparation of this course material.

VIII. Magazines

Computer World

Internet World

PC Magazine

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Wired

Yahoo!