COURSE SYLLABUS
CS133.07, CS133.08, & CS133.10
INTRODUCTION To Computers, 3 Credit Hours

Spring, 2008

Class Meet: White Hall, Room 120
CS133.07 - Meet on Tue. & Thu.: 11:00 A.M. – 12:15 A.M.
CS133.08 - Meet on Tue. & Thu.: 12:30 P.M. – 01:45 P.M.
CS133.10 - Meet on Tue. & Thu.: 03:30 P.M. – 04:45 P.M.

Instructor: Dr. Shannon, Li-Jen

Office Location: AB1, Room 216C
P.O. Box 2090 SHSU
Huntsville, TX 77341

Instructor Contact
Information:

Office phone:	936-294-1582	
Department phone:	936-294-3846	
Email:	lys001@shsu.edu	
Web site:	http://www.shsu.edu/~lys001	

Office Hours:

Mon.	**8:30 A.M. – 12:30 P.M.**	
Tue.	**8:30 A.M. – 11:00 A.M.**	
	2:00 P.M. – 3:30 P.M.	
Thu.	**8:30 A.M. – 11:00 A.M.**	
	2:00 P.M. – 3:30 P.M.	

Course Description:

This is an introduction to the computing technology underlying multimedia and network computing. The emphasis is on the use of this technology to improve communications. CD-ROMs, audio and video capture, electronic mail, groupware and other hardware and software resources are used to prepare documents and visual aids and to make interactive presentations. CS 133 may not be taken for credit toward a Computing Science major or minor.
This course will consist primarily of lecture and student hand-on exercises. Demonstrations, exercises class assignments and tests will be used for evaluation. Blackboard on line classroom will be a supported system for this course. The Web address is as following:
http://blackboard.shsu.edu/webapps/login

Course Objectives:

At the end of this course, each student will:

- Analyze the audience and purpose, and pre-plan any output before using the computer.
- Link and cite electronic & printed sources in papers.
- Make the organization of ideas both legible and obvious to the reader.
- Learn operating systems concepts & techniques especially those that prevent losing data (file management, virus scans file conversions, & secure backup).
- Learn how computer hardware and software works.
- Use knowledge about computer viruses and unsolicited or hoax e-mal to prevent the disruption of either personal work or company computer networks.
- Use spreadsheet, text processing, database, presentation, drawing, photo editing, sound recording, videotape, Internet browser, and multimedia software to produce clear, coherent, legible, audible, interesting and well-organized ideas.
- Present to the class a multimedia production in PowerPoint, featuring semantic maps with animation, chunking, analogies, hypertext links, photos, voice, video clips, sounds, and interactive audience participation.
- Improve one explanation from a college textbook, using multimedia presentation software and design strategies from instructional technology and cognitive psychology.
- Use HTML programming language to make a personal Web page which links or embeds photos, sounds, voice, animations, email links, and a video clip of the student.
- Design efficient spreadsheets, creating accurate formulas and legible graphs that present meaningful results.
- Cite both electronic and printed sources of information used in the course papers.

Required Textbooks and References:

Textbooks: **ISBN: 1428310460** (bundled 4 books together with one ISBN)
NP On Computer Concepts 10/e – Intro
NP on MS Office, 1st Course – WinXP Edition
Going Hollywood, 4/e
Presentation Design: Don't Bore Me with PowerPoint

The first two textbooks are the main books for this course. The last two are references.

Software: Microsoft Office 2007 Suite, Internet Explorer, and Windows XP will be used.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material. Materials and instructions will be disseminated one time only. *The students are responsible for all material presented in class, even if the students miss a class*. The students are encouraged to establish relationships with fellow students for assuring that all remain well informed and that all are adequately prepared for class.

Required Supplies:

Each student must have & maintain a computer account at SHSU. Every one is required to have *one set of computer headphones*.

Optional Supplies:

A USB flash memory device is recommended for all SHSU lab computers & home computers. A 1 GB USB flash memory drive is about $13.00.

Grading Plan:

Each student should be prepared for class/lab by having carefully read and practiced all assigned textbook readings and/or tutorial exercises.

Grading shall be configured as the following:

Attendance	125 Points
Tests	750 Points
Final Exam	125 Points
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Total	1000 Points

Course letter grades will be assigned according to the following:

A	900 - above	(90% - 100%)
B	800 – 899	(80% – 89%)
C	700 – 799	(70% – 79%)
D	600 – 699	(60% – 69%)
F	Below 600	(below 59%)

***The students will be exempted to take the final exam, if his/her total point is equal or above 900 points before the final exam week*.**

Attendance Policy:

Every student is expected to be present and **on time** for every class and required to **sign on the roster sheet**. Coming in late or leaving early 20 minutes before or after the class will be considered as absent. **Each signature is counted 4.2 points.** Your total signed number from the roster sheets will determine your attendance grade at the end of spring semester. According to university policy, you are allowed to have 3 hours of non-excused absent.

Tests:

Two chapters' tests (2 X 125 points), one Web Design test (1 X 125 points), and three application tests (3 X 125 points) will be taken in Spring Semester 2008. Please review the test dates in **Course Calendar**. During Spring Semester 2008, you are allowed to have only *two* make up tests which should be taken before the *7th* day after the scheduled test day.

Chapter Tests:

The chapter tests will be open-book tests which contain multi-choices and match questions from the textbook of Computer Concept 10th edition, e-handouts, class lectures, Internet searches, and Blackboard announcements.

The students shall report to the instructor immediately if the test grade was not displayed in his/her Blackboard Gradebook right after the chapter test was completed. Failed to inform the instructor for the non-assigned grades, the student will not be able to receive a grade for the test.

Application Tests:

Application tests are the activities that you complete to develop your literacy skills for the section of Word, Excel, & Access. Students will complete the tests based on the information from the textbooks of Microsoft Office 2007, class lectures, and group work.

Submitting Your Application Tests:

Each application test is submitted in electronic format into the Blackboard. Various types of electronic formats will be tried to expose you to different means of submitting your activities. The Test Instruction Sheet tells you which format to use. No other form of submission is allowed except as specifically stated on the Test Instruction Sheet. Failure to submit your application test as indicated means you forfeit the points for that test.

Appropriate File Name:

Use an appropriate file name for **EVERY** application test. The appropriate file name contains student computer account_ a reference to the test number.

For example: **lys001_test 3**

Required Tests:

Test 1 (Chapter 1, 2, 3, & 4)	125 points
Test 2 (Chapter 5, 6, 7, & 8)	125 points
Test 3 (Web Design: html)	125 points
Test 4 (Word)	125 points
Test 5 (Excel)	125 points
Test 6 (Access)	125 points
Total:	750 points

Test Out:

The students are welcomed to schedule for testing out any module for spring semester. The students will be exempted to attend the class during the module which the module test out score is equal or above 88 % correct. The test out grades will be counted as application test grades if the students were exempted. The test out grades will be drop if the score was less 88% correct.

Extra Credit:

There will be **Two Extra Credits** works (2 X 100 points) issued to the students during Spring 2008.
1. If the students complete the Integrating Tutorial 2: Integrating Word, Excel, and Access by the end of Spring semester, the students will earn 50 extra points.
2. If the students complete the Integrating Tutorial 3: Integrating Word, Excel, Access, and PowerPoint by the end of Spring semester, the students will earn 50 extra points.

Classroom Rules of Conduct:

Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. **Cellular telephones, pagers, iPod, or Mp3 must be turned off** before class begins. Students are prohibited from eating in class, using tobacco, products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Students shall respect the dignity of all persons. Inappropriate behavior in the classroom and online activities shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.
During any class meeting, playing solitaire, sending or reading email, playing computer games, visiting web sites, or having Instant Messenger open during class the student will result in <u>a penalty of 50 points</u> for each incident.

Laboratories, Studios, and Individual Instruction:

One teacher assistant (TA) will be assigned for this course. The instructor or TA will provide the individual help and instruction to help the students. The students are encouraged to seek for assistance from the TA.

Academic Dishonesty, Visitors in the Classroom, Americans with Disability Act, & Religious Holidays:

Please refer the guidelines in the following web link:
http://www.shsu.edu/syllabus/

Instructor and Course Evaluation:

Toward the end of the semester you will be asked to complete a course evaluation. The information you provide will be very helpful in how to design this class better for future students.

"The above schedule, policies, and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students."