Course Syllabus
CS 143.01/.02/.03
Introduction to Computing for the Social Sciences
Credit 4 Hours
Spring Semester 2008

Instructor: **Judith F. Bennett**   **Office:** **216E AB1**
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Office Hours: **Monday and Wednesday   12:00 – 3:00**
                         Tuesday and Thursday   1:00 – 4:00
                         Other times by appointment.

Meeting Times: Monday and Wednesday   3:00 – 4:20
                          Tuesday and Thursday   9:30 – 10:50
                          Tuesday and Thursday   11:00 – 12:30

**Course Description: This course develops the student's skills in the effective use of
computer technology in the Social Sciences. Topics covered in depth include Windows,
word processing, spreadsheets, databases, integrated applications, local networking, the
internet and multimedia documents. This course may not be taken for credit toward a CS
major.**

There are no prerequisites for this course.

**This is primarily a lecture course utilizing collaborative learning or teams. Projects will be
assigned for both individual and group work. Computer labs will be utilized when
available.**

**Course Objectives: This course is designed to develop computer skills using the Windows
operating systems and word processing, spreadsheets, databases and PowerPoint
applications as well as specialized software. Students are expected to become competent in
the applications and demonstrate their competency by producing documents according to
instructions given. Projects will be geared toward the integration of different applications
that will be used in the completion of a project that simulates the "real world"
environment. Integration of the applications is essential in the completion of this project.**

**Textbooks: Name Your Business book is required. Optional texts include any Microsoft
Applications book you desire.**

Required Supplies:
         1. At least 2 CD-RW to be used to turn in certain projects.
         2. A Flash Drive that can be used in the classroom on laptops.

Optional Texts, References or Supplies: If you have a computer at home, it is recommended that you have Internet access. You should also have Microsoft Office 2007 on your computer that should include Word, PowerPoint, Excel and Access. This means that you also need at least Windows XP as an operating system on your computer. It should be equipped with a USB port for the Flash Drive and/or a CD-RW burner. A microphone for a computer as they are not generally available on campus. If you do not have a personal computer, the labs on campus will have to be utilized.

Course Requirements:

Assignments – Ample time will be given to complete assignments. Assignments are generally handed out in class or included in the original documents for the course. If you are absent when an assignment is handed out, it is your responsibility to obtain a copy of that assignment at the next class period. Being absent when the assignment is handed out does not excuse you from completing the assignment on time. Assignments are considered late if not received by the stated time on each individual assignment. Late assignments are subject to a grade of 0 being given on the assignment. When group assignments are given, all team members are expected to participate in the preparation of the assignment. Assignments and projects are evaluated for completeness, ability to follow directions, inclusion of all variables stated in the project, correct application of any underlying principles and/or standards, and presented in an orderly and neat manner.

Grading Plan – Grades will be determined on a cumulative grading system. Points are assessed for each assignment. Re-grades after corrections are possible on selected assignments only. Grades are determined by adding the grades on the different modules together. The maximum points are 1000. Any module not completed due to circumstances beyond the control of the students will have its points added to the other modules.

Extra credit can be considered only if you are failing the class and the extra credit would increase your grade enough to obtain at least a D. Completing the course requirements is the best avenue to obtain a passing grade. All of the grades will be posted on-line on Blackboard. It is your responsibility to assure that you have received a grade for all work turned in for grading. The excuse, "I turned it in but I never got a grade" is not valid and will not be accepted for waiving the grade for that assignment. Again, it is the responsibility of the student to make certain that credit for all assignments turned in has been received. E-mailing in an assignment that was to be turned in by any other means is not valid and will be accepted at the discretion of the instructor. If assignments are required to be turned in on a CD, then that is the only valid means of turning in an assignment.

NOTE: If you have turned in an assignment according to the requirements on the assignment and still have not received a grade, you must come to my office during office hours or another time set by appointment. You will be asked to produce a copy of the assignment at that time. The assignment will then be graded and the grade posted. Re-sending it through e-mail or other means will NOT be accepted. If it didn't get graded the

first time, then obviously something is wrong with the assignment and trying to re-send it will only compound the problem and not get you a grade.

Attendance Policy: Regular and punctual class attendance is expected. It is your responsibility to obtain copies of any assignments given out during an absence. Being absent from class does not give you the excuse to turn in an assignment late unless you have made prior arrangements with me to do so prior to the absence. It is rude to get up and walk out of a class without prior notice to the instructor. This will be considered a major infraction and can result in a zero for any assignments handed out in class. If you are that bored, then by all means drop the course.

Academic Honesty: All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Proper Classroom demeanor/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 and pagers 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. Inappropriate behavior in the classroom 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. When in the classroom, you are expected to do the work being assigned and not playing cards or reading and sending e-mails or other activities not related to the course work.

Other Administrative Matters:

Americans with Disabilities Act: It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request assistance with academically related problems stemming from individual disabilities by contacting the Director of the Counseling Center in the Lee Drain Annex or by called (936) 294-1720.

Religious Holidays:

University policy allows for student to observe religious holy days without penalty. If you intend to miss class as a result of the observance of a religious holy day or as a result of the necessary traveling time required for religious observance, such an absence will not be penalized so long as you have notified the instructor in writing of the dates and times of class sessions that are missed. The deadline for notification is the 12th class day. Students absent from class as a result of religious observance are required to submit any due assignments immediately on their return to the classroom. Makeup tests and quizzes will also be provided on return to the class.

Individual Instruction:

Individual Instruction: Tutoring is available on an individual basis. If you let me know you need a tutor, I will try to make arrangements for you to receive individual help. I am also available to help you outside of class. Please feel free to come by my office for individual help on assignments. I am also more than willing to set up special appointment times outside my regular office hours for individual instruction.

Miscellaneous:

Suggestions: This is a fairly fast-paced class. You are going to be expected to do the work when it is assigned. If you fall behind, it will be very difficult to catch-up. I strongly suggest that you make every effort to do the assignments on time.

Instructor Evaluations: You may be asked at the end of the semester to complete an instructor evaluation form. I appreciate your honesty in completing the form and I also look forward to reading any constructive comments that you write on the form. I am always looking for ways to better the instruction and content of the courses I teach.

Visitors in the Classroom: Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom. Visitors are always welcome in my class. Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. An exception to this policy is made when the visitor is a child/grandchild of a student presently enrolled in the class. The visitor must not present a disruption to the class by his/her attendance. Any other visitors must be identified to me prior to the start of class.

Course Outline: The course outline (or due dates for various projects) may be found on the calendar portion of Blackboard. The outline may change over the semester; therefore, it is highly recommended that you keep referring to the calendar on a daily basis. Dates change due to circumstances that arise during the semester so in order to get things done in a timely manner; it is recommended that you review the calendar often.

Grading Policy

The course consists of 8 modules. Each module is worth 125 points for a total of 1000 points. The modules and point values are listed below. Grades are distributed according to the following:

900 – 1000 points = A
800 - 899   points = B
700 - 799   points = C
600 - 699   points = D
599 and below =   F

On occasion grades MAY be rounded up to the next level.

Alice	125
iMovie	125
Podcast	125
Security Paper	125
Word	125
Excel	125
PowerPoint	125
Access	125
Total	1000