

**CpSc 110, Computer Concepts
Syllabus: Spring, 2014
Dr. Conlon**

Catalog Description: A computer literacy course stressing the use of applications software on personal computers. It covers a survey of computers and their impact on society and the use of word processing software. Other application software is also covered, such as spreadsheets and database software, but the particular applications examined may vary from section to section. (3 credits)

Class Meetings:

Section	Days	Time	Room
1	MWF	10:00 a.m.-10:50 p.m.	ATS 129
4	MWF	11:00 a.m.-11:50 a.m.	ATS 129

Instructor:

Name	Phone	Email	Office
Michael P. Conlon, Ph.D.	724-738-2143	michael.conlon@sru.edu	ATS 252

Office hours: As indicated below, or by appointment.

Day	Mon	Tue	Wed	Thu	Fri
Time	1:00 p.m.-3:00 p.m.	3:30 p.m.-5:00 p.m.		10:30 a.m.-12:00m.	

Office hours are for *you*. Please feel free to visit me to discuss any problems. Do not wait until problems become unmanageable. If I am doing other work during my office hours, I will gladly drop what I am doing to help you. If my office hours are inconvenient, see me before or after class and we will find a better time to meet.

Text: *CMPTR*, © 2012, by Pinard and Romer, Course Technology. ISBN #978-1-111-52799-0.

Important dates:

Section	Exam 1	Exam 2	Late Work Deadline	Final
1	Feb 12	Apr 21	Apr 28	Wed, May 7, 10:30 a.m.-12:30 p.m.
4				Fri, May 9, 10:30 a.m.-12:30 p.m.

Grading:

Projects	Lab Work	Class Exams	Final Exam	Attendance, etc.
25%	20%	30%	15%	10%

Supplies: You will need a USB flash-memory stick for saving files. Be sure to put your name on it! On both parts if it comes apart! You will want to have a pair of earphones with a miniature phone plug for the Audacity project. Most cell-phone or MP3-player earphones will suffice.

Software: You will find it convenient to have *Microsoft Office 2011*, the *GIMP*, and *Audacity* on your computer. Office is proprietary and purchasing it may be expensive. Audacity and the GIMP are free, open-source software and may be downloaded from audacity.sourceforge.net and www.gimp.org respectively. If you do not have these programs on your computer, you will have to access them in our classroom and ATSH room 230. Some or all of this software is not available in other SRU labs, and room 230 is not

available when classes are being held in that room.

Grading Policy: To pass you must take all exams, submit all assignments, and earn a passing grade. Late projects will receive a grade of zero, but nonetheless must be submitted for you to pass. No late assignment will be accepted after Monday, April 28. No assignment will be accepted after the last class of the semester. Of course, exceptions will be made in extraordinary circumstances.

Lab Policy:

- You are expected to use lab time fully. You will be penalized for wasting time in lab. If you finish early, experiment with class software (Windows, Word, Excel, Audacity, etc.), re-do sections of your lab work which you haven't mastered, or do assignments from other courses that require class software to complete.
- If you don't finish your lab assignment during lab time, you are expected to complete it on your own time.
- Lab printouts are normally due by the beginning of the third subsequent class. All projects from a single lab date must be stapled together in chronological order, with the staple at the top of all sheets, or they will not be accepted.
- Upon first submission, labs are graded as correct or unacceptable. Unacceptable labs will need to be corrected and resubmitted. There will be a ten-point penalty for resubmitted labs. Labs that are unacceptable upon the second submission will receive a maximum grade of 50.
- Print and staple your lab before the beginning of class: labs submitted after class begins will be treated as resubmitted labs.
- Resubmissions will not be accepted more than six classes after the original due date.

Attendance, reading, and participation:

- You are expected to attend and participate in class
- Please do all assigned reading before the class in which it is covered. You must do the reading to participate intelligently.
- You *are* expected to learn the material in the text, much of which will not be covered explicitly in lectures. Do not expect me to reiterate your textbook in class.
- Exams will contain much material not covered in the text. you cannot do well on exams if you miss classes.
- I will take attendance, and you will be penalized for poor attendance.
- If you must be absent for an examination, please see me one week in advance to make alternate arrangements to take the exam.

Plagiarism policy:

- Plagiarizers will receive a failing grade for the assignment.
- I encourage cooperation in study and in learning how to do the computer assignments, but all assignments must be your own work.
- "Your own work" means that you had a major part in creating it, you have typed it completely by yourself, you have learned enough in doing it that you could do a similar project without assistance from other persons, and it is substantially different from other people's projects.
- If you submit a project which is more-than-typically the same as someone else's project, you will receive a zero for the project.

Electronic Devices Policy: No electronic communication, computation, or entertainment devices may be used in exams. Cell phones must be turned off during exams, and placed under your seat or in your backpack. Use of electronic entertainment devices during lecture and lab time is inappropriate.

Email: I will occasionally communicate with the class via electronic mail. Assignments may be announced this way. You are responsible for checking your SRU email regularly.

Course Philosophy: While a large portion of this course is dedicated to training in computer application programs, it is important to realize that training in specific computer applications is of only ephemeral value. Next year, or next month, newer versions of these applications may be released, or competing programs may supersede them in the marketplace, rendering your training largely obsolete. Rather, it is the purpose of this course to teach you the principles of computing, and principles do not change very rapidly. We use the applications somewhat for their immediate utility, but primarily as examples of these general principles. Armed with knowledge of these principles of computing, you will be more able to adapt to the changes in the technology so that what you learned in this course will still be of significant value to you when these applications are a distant memory. Please understand that the material covered in lecture classes is, in the long term, *more important* than what is covered in lab.

Course Outcomes: This course and its outcomes support the Information Systems Learning Outcomes of *Problem Solving and Critical Thinking (PS&CT)*, *Communication and Interpersonal Skills (C&IS)*, and *Ethical and Professional Responsibilities (E&PR)*. These Information Systems Learning Outcomes are tied directly to the University Wide Outcomes of *Critical Thinking and Problem Solving, Communication, and Values and Ethics.*

Course Objectives	Departmental Learning Outcomes
<p>The student will be able to:</p> <ol style="list-style-type: none"> 1. Define or identify terms and concepts as they are commonly used in the field of computers. [PS&CT e; C&IS a, b, d, e] 2. Maintain files using at least one operating system and/or operating environment. [PS&CT e] 3. Demonstrate the use of fundamental concepts of various software packages such as word processing, spreadsheet, and database. [PS&CT c; C&IS b] 	<p>Problem Solving and Critical Thinking. Solve abstract and complex problems using software design methodology. Make informed choices among alternative solutions.</p> <p>Communication and Interpersonal Skills. Use written, oral and electronic methods for effective communication.</p>

Calendar (tentative)

Date		Subject	Reading
Jan	22	Introduction	Ch. 1
	24		
	27	Windows and the Graphical User Interface	Ch. 7
	29		
	31	Managing Files	Ch. 8
Feb	3	The GIMP: photo retouching	Beginner section of http://www.gimp.org/tutorials/
	5	GIMP lab	
	7	Computer Hardware	Ch. 2
	10		
	12	Exam 1; Computer Software	Ch. 3
	14		
	17	Intro to MS Office	Ch. 9
	19		
	21	Computer Networks	Ch. 4
	24		
	26	MS Word: Creating a document	Ch. 10
	28		
Mar	3	MS Word: Formatting a long document	Ch. 11
	5		
	7	MS Word: Enhancing a document	Ch. 12
	10	Exam 2	
	12	The Internet and Email	Ch. 5
	14		
	24	Network and Internet Security and Privacy	Ch. 6
	26		
	28	Excel: Creating a Workbook	Ch. 13
	31		
Apr	2	Excel: Formatting a Workbook	Ch. 14
	4		
	7	Excel: Working with Formulas and Functions	Ch. 15
	9	Excel: Inserting and Formatting Charts	Ch. 16
	11	Excel project	
	14	Audacity: processing audio data	http://audacity.sourceforge.net/help
	16	Audacity Lab	
	18	Intro to Databases	

	21	Exam 2	
	23	Access: Creating a Database	Ch. 17
	25		
	28	Access: Maintaining and Querying a Database. Late work deadline.	Ch. 18
	30		
May	2	Creating Forms and Reports	Ch. 19
	5		
	7	Section 1 Final: 10:30 a.m.-12:30 p.m	
	9	Section 4 Final: 10:30 a.m.-12:30 p.m	