

Baton Rouge Community College
Department of Computer Science
Introduction To Computer Technology
SYLLABUS
Spring 2012

CSCI 101	Section 27	- CRN: 24444	9:00 – 9:50	MWF	Room: 210 Cypress
CSCI 101	Section 33	- CRN: 24527	1:00 – 1:50	MWF	Room: 205 Cypress
CSCI 101	Section 57	- CRN: 24738	4:30 – 5:45	TR	Room: 208 Cypress

INSTRUCTOR: David L. Sylvester, Assistant Professor
Computer Science Department
247 Cypress Building
sylvesterd@mybrcc.edu
(225) 216-8152

Office Hours:
10:00 - 12:00 MWF
1:30 – 3:30 TR

Credit Hours: 3

Contact Hours: 3

TEXTBOOK: **Go! with Microsoft (Office 2010) Volume 1**
By: Gaskin, Ferrett, Varrett and McLellan
ISBN: **9781256098331**

IMPORTANT LINKS:

- BRCC's Blackboard – <http://blackboard.mybrcc.edu>
- MyITLab Website – <http://myitlab.com>
 - MyITLab Requirements
 - **Internet Access**
 - **Microsoft Office 2010**
 - **Required course textbook with activation code**
 - **Register with MyITLab**
 - **USB memory stick**
- Class Attendance – <http://www.sy19.com/101>

MATERIALS:

- USB Memory Stick (Jump Drive) 512MB or larger
- Students must have regular access to a personal computer system that is Microsoft Windows-based and has an Internet connection.
- An active e-mail address is required.

All course material must be available for use by second week of school.

COURSE DESCRIPTION: This course provides an introduction to computers and their uses in society. In addition, students will be made aware of the use of applications of computers in the home, education and industry. An introduction to application software and its uses in, but not limited to, word processing, spreadsheets, databases and multimedia should be included.

Prerequisites: None.

Specification of Course Goals/Rationale: 1.To introduce students to current computer technologies aimed at increasing computer literacy or scientific knowledge through the computer models, computer science principles, strategies and practices to issues relevant to students. 2. To motivate students to think of novel and precise solutions to real world problems and translate conceptual ideas into practical solutions. 3. To provide students with tools and techniques for solving social, environmental, scientific and economic problems faced in the living world. These tools and techniques should encourage students to take up further research in areas of interest and emerging technologies and utilize these efforts for solving complex problems.

Student Objective: Students learn to take a problem-oriented approach to questions addressed. The problem is viewed from different perspectives and methods used to solve this kind of question are made explicit. At the end of the course, students will be able to: 1. Use the fundamental concepts of an integrated software package, 2. Demonstrate proficiency in the use of word processing, spreadsheet, database, and multimedia applications, 3. Identify ways in which the computer may be used to enhanced their personal and professional lives, 4. Apply an exercise-oriented approach to learning by example, 5. Comfortably approach further independent study.

Learning Outcomes: Upon completion of this course, a successful student will be able to: 1. Define basic parts of the computer as well as basic computer terminology and concepts, 2. Define basic functions of a computer operating system, 3. Know how to use basic functions of a computer operating system on a computer based assignment, 4. Define key terms of a word processing software application, 5. Know how to create, edit, and maintain a document using a word processing software application on a computer based assignment, 6. Define key terms of an electronic spreadsheet software application, 7. Know how to create, calculate, chart and format numeric data using an electronic spreadsheet software application, 8. Define key terms of a database management software application, 9. Know how to create and maintain a database and retrieve data from it on a computer based assignment, 10. Define key terms of a presentation graphics software application, 11. Know how to create, edit organize, and visually enhance a presentation on a computer based assignment.

This course supports the development of competency in the following areas. Students will:

- Think critically, collect evidence (statistics, examples, testimony) and make decisions based on the evidence, comprehend and analyze texts, and solve problems using methods or critical and scientific inquiry;
- Communicate effectively using standard written English; and
- Use computer technology to access, retrieve, process, and communicate information.

Assessment Measures: All learning outcomes will also be assessed using a combination of computer-based (hands-on) applications, examinations and/or project assignment work, and/or in-class written (non-computer based) examinations. 1. Computer-based application lab assignments where students work independently are given as assignments. 2. Instructor prepared computerized examinations. 3. During the final exam, the written set of common application questions will cover the learning outcomes

GENERAL INFORMATION:

- **Student Conduct in Class Policy**

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the education process relative to subject content will not be tolerated. Any issues needed to be resolved must be done first by setting up an appointment or meeting with the instructor immediately after class. If not resolved; then set up a meeting with the Department Chair, followed by a meeting with the Dean. **If after evaluating this classroom environment (instructor, fellow students, lab conditions, etc), you feel uncomfortable in ways that may allow you not to perform as a student in a respectful matter toward others, you are advised to make provisions to find another class setting.**

- **Communication**

All course and college communication will be via BRCC email addresses. Students are responsible for regularly checking their email. Immediately contact the IT Help Desk in Governor's 229 if there are problems with your email.

- **Disability Services**

If any student in this class has a need for accommodations because of a documented disability, please feel free to discuss them with me privately. The college has professionals to guide, counsel, and assist students with disabilities. The Office of Disability Services, located in the Student Center in Room 241, will evaluate and meet with you to discuss your accommodation needs.

- **Safety Note**

A student's safety is important in the learning process. Please report any suspicious activity to the Office of Public Safety at 216-8888 and use the red telephones in the halls and classrooms, the outdoor blue light pole phones, or the garage emergency phones located on all floors.

All students are encouraged to sign up for BRCC's emergency notification system. **FIRSTCALL Emergency Notification** provides enhanced emergency communication through text alert, phone messages, emails, and social media updates. Students can register for FIRSTCall through the student login portal at www.mybrcc.edu. Instructions on how to register can be found at the following link: http://www.mybrcc.edu/index.php?option=com_content&view=article&id=491&Itemid=29

The URL for BRCC's safety information is:

http://www.mybrcc.edu/index.php?option=com_content&view=article&id=202&Itemid=195

If necessary, please exit quickly, and once outside continue to a safe distance away from the building. Take your possessions with you.

- **Plagiarism/Cheating**

Plagiarism is defined as using and passing off as one's own ideas, data, or writings of another or presenting as one's own idea or product derived from an existing source.

Cheating is defined as obtaining information through fraud or deceit: either by the use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is defined as conscious, pre-planned, deliberate cheating with materials prepared in advance.

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
4. Give unauthorized assistance to other students.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the appropriate authority. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not “work together” on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another’s work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact me or bring concerns to class.

- **Makeup Tests/Assignments**

Students are expected to take or submit assignments/tests on the specified due date or as per the instructor’s request. **Late work may be submitted only 2 days (following class period), after specified deadline, and one letter grade will be deducted from all late work.**

Students must have backup copies of assignments at all times. Back up copies will prevent loss of work due to viruses, damaged disks, etc. **All assignments and files must be clearly typed and labeled in their respective folders on your jump drive with the student’s name, course name, class time, and specific assignment/project information.**

Makeup tests will only be allowed with a doctor’s excuse. In unavoidable situations, a student may pre-arrange to take a regularly scheduled test early or at a later date. **Makeup tests (if permitted) must be taken within 1 week of the original test date.**

- **Withdrawing from the Course**

Students are responsible for withdrawing from this course on or before the withdrawal deadline, **Friday, March 23, 2012**, as listed in the Academic Calendar ([web site](#)).

A faculty member has the right to withdraw a student from a class if that student has accumulated three weeks of unexcused absences in the class. Students will be notified by BRCC email if this is done.

- **Do not Shut Down computers or Print without the Instructor’s Permission.**
- **All computers are to be used for CSCI 101 course work only. No Games.** Students may follow along with the current lesson on the computer. However, no miscellaneous typing on the computers or talking during lecture and instruction time or while another person is reading aloud.
- **Absolutely no talking during test or exam periods (direct all questions to the instructor). Once the test or exam has started, students that do not have their materials for testing may leave quietly to purchase necessary items.**
- **No eating, drinking or dipping in the computer labs.**
- **All cell phones and pagers must be turned off or placed on vibrate; and put away. Answer all calls outside of the classroom.**

STUDENT SERVICES:

Students can go to the Center for Academic Success, which is located on the 1st floor in the Magnolia Library for the following services: Quality Enhancement Plan/First Year Experience, Service Learning, Title III, Tutoring, Writing Center, Math/Science Center, Conversation Partners, Workshops & Class visits, Active-Learning Classroom and Individual Consultations. Their web link is: http://www.mybrcc.edu/index.php?option=com_content&view=article&id=260&Itemid=358

LIVE TEXT:

Live text is an application purchased by BRCC that is used by teachers and students. Everything created in LiveText can be published on the web simply by making the document public. Once public, a document has its own URL and can be viewed by the world. Any document may be published to the WWW. **NOTE: There is a one-time fee for each student that uses LiveText.**

ATTENDANCE:

All class assignments are to be done in class. Students are expected to arrive to class on time and remain for the entire class period. If absent for three weeks or more, the instructor has the right to implement the drop-process to remove you from his/her roll. **No make-up quizzes.**

GRADING SCALE:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below
I	Incomplete
W	Withdrawal

Weight of GRADING:

40%	Exams (including Mid-Term)
5%	Participation
20%	Final Exam
25%	Projects
10%	Quizzes

Martin Luther King Holiday (Monday, January 16th)

Marci Gras Holiday (Monday, February 20th thru Wednesday, February 22nd)

Spring Break (Monday, April 2nd thru Saturday, April 7th)

Final Examination Period

Begins - Tuesday, May 8th.
Ends – Monday, May 14th.

Commencement: Saturday, May 12th.
Grades are due by: Thursday, May 17th.

TENTATIVE COURSE OUTLINE

Computer Science CSCI 101 – spring 2012

Note: All assignments and test dates will be formally announced.

Word

Week 1

Chapter 1

*Using the Common Features of MS Office 2010
Creating Documents with MS Word 2010*

Week 2

Chapter 2

Using Tables and Templates to Create Resumes and Cover Letters

Week 3

Chapter 3

Creating Research Papers, Newsletters, and Merge Mailing Labels

Week 4

Test 1

Excel

Chapter 1

Creating a Worksheet and Charting Data

Week 5

Chapter 2

Using Functions, Creating Tables, and Managing Large Workbooks

Week 6

Chapter 3

Analyzing Data with Pie Charts, Line Charts and What-If Analysis Tools

Week 7

Test 2

Midterm

Access

Week 8

Chapter 1

Getting Started With Access Databases

Week 9

Chapter 2

Sort and Query a Database

Week 10

Test 3

PowerPoint

Chapter 1

Getting Started with Microsoft Office PowerPoint

Week 11

Chapter 2

Formatting PowerPoint Presentations

Week 12

Chapter 3

Enhancing a Presentation with Animation, Video, Tables, and Charts

Week 13 & 14

Test 4

PowerPoint Presentations

Week 15

Finals

Addendum to Syllabus

TO: David L. Sylvester

DATE: _____

I have read the syllabus for CSCI 101. I understand all the requirements, and intend to fulfill them in accordance with the schedule.

All course and college communication will be via BRCC email addresses. Students are responsible for regularly attending class, signing attendance roster on the www.SYL9.com site and checking their email and [BLACKBOARD](#) accounts. Immediately contact the IT Help Desk in Governor's 229 if there are problems with your email or BLACKBOARD accounts.

Print Name

Student Signature