

Course Syllabus

CSCE 1013 – College Computing Skills

Spring 2006

Course Overview

Description:

ISIS Class Number: Section 001 = 1385; Section 002 = 8702

Introduction to the computer; basic computing skills including operating systems, word processing, spreadsheet and database management applications; Internet applications including electronic mail, remote computing via Telnet, file transfer via ftp, World Wide Web navigation and publication. No prior computing skill is necessary.

Meeting Time and Place:

Section 001: TR, 9:30 a.m. – 10:50 a.m.; Bell Engineering Center, Room 4133

Section 002: TR, 11:00 a.m. – 12:20 a.m.; Bell Engineering Center, Room 4133

Goals:

- 1) Students should be able to prepare, edit and print Word Processing documents.
- 2) Students should be able to prepare, edit and print Spreadsheets.
- 3) Students should be able to prepare, edit, present and print Presentations.
- 4) Students should be able to identify and use Databases.
- 5) Students should be able to describe and differentiate between the Internet and the World Wide Web.
- 6) Students should be able to browse the World Wide Web and search the Internet effectively.
- 7) Students should be able to communicate across the Internet via email and Instant Messaging.
- 8) Students should be able to protect themselves from common forms of Internet security threats.
- 9) Students should learn to identify and differentiate between alternative programs for browsing the World Wide Web, searching the Internet, sending and receiving email, and instant messaging.
- 10) Students should be able to design and build a personal website.
- 11) Students should learn to identify and differentiate between alternative programs for designing, building, and managing a personal website.

Prerequisites:

None

Textbook:

Required:

- 1) Frye, Haynes, and Blanton; *Microsoft Office System Step by Step, 2003 eLearning Edition*, Microsoft Press © 2004, ISBN 0735620830
- 2) Adams and Scollard, *Internet Effectively*, Addison-Wesley, © 2006, ISBN 0321304292

Recommended:

- 1) Cowart and Knittel, *Special Edition Using Microsoft Windows XP Professional*, Que, © 2004, ISBN 0789732807
- 2) Bott and Leonard, *Special Edition Using Microsoft Office 2003*, Pearson Education, © 2003, ISBN 0789729555

Instructor:

- Allen W. Baker
- Office: Engineering Hall, Room _____
- Office Hours: see website or office door
- Office Phone: 479-_____
- Email: _____
- Website: _____

Lecture Topics:

- 1) Concepts and Terms
- 2) Introduction to the Internet
- 3) Using the Internet and the World Wide Web
 - a) Software for browsing the World Wide Web
 - b) Surfing the World Wide Web
 - c) Searching the Internet
 - d) Transferring files via ftp
 - e) Communicating via email
 - f) Communicating via Instant Messaging
 - g) Internet Security
- 4) Introduction to Office Productivity software
- 5) Using Office Productivity software
 - a) Word Processing
 - b) Spreadsheets
 - c) Presentations
 - d) Databases
- 6) Recognizing and using other types of documents
- 7) Designing and building your home on the World Wide Web

Documents available on WebCT:

- Syllabus (this document)
- Schedule
- Homework Assignments and Instructor's Solutions
- Supplemental Reading Assignments and Reference Materials
- Grades

Attendance Policy:

Attendance will be checked occasionally, but will not be a component of your course grade. Your attendance record will only be reviewed in cases of borderline grades or when preparing recommendation letters in the future. If you know that you will miss class due to participation in an officially-sponsored University of Arkansas activity, medical condition, or circumstances beyond your control, you must contact the Instructor via email or phone as soon as possible in order to qualify for make-up exams or extensions on homework due dates.

Inclement Weather Policy:

- 1) In cases of inclement weather, consult the University of Arkansas website (www.uark.edu) for official closures or class cancellations, if any. Unless the University of Arkansas closes, all students are expected to be in class.
- 2) If the Instructor cannot be in class, he will make every reasonable attempt to contact all students via email and place a notice on WebCT, notifying them of any schedule changes or assignment adjustments resulting from his absence.

Grading Policy:

- 1) Course grades will be computed as a percentage of available points earned. Letter grades will be assigned as follows:
 - a) A = _____ - _____ %
 - b) B = _____ - _____ %
 - c) C = _____ - _____ %
 - d) D = _____ - _____ %
 - e) F = _____ - _____ %
- 2) Points will be awarded as follows:
 - a) Exams: 3: worth 400 points total
 - b) Homework: 6: worth 600 points total
 - c) Total available = Exams + Homework = 1000 points
 - d) Occasional in-class quizzes = 20-50 points bonus
 - e) Partial credit will be available only on Homework and Exams

Exams:

- 1) Exams will be designed to determine each student's understanding of the concepts and principles presented in the textbook and in class.
- 2) Exams #1 and #2 will be given at approximately 5-week intervals and will be worth 100 points each.
- 3) Exam #3 will be the Final Exam – to be given during Finals week – and will be worth 200 points.
- 4) Makeup exams will be available only to students with documented medical problems or emergencies, and must be taken promptly upon return to classes.

Homework:

- 1) Homework assignments will be tailored to extend your skills and to determine your ability to apply the concepts and principles presented in class and in the textbook to your own projects.
- 2) Six homework projects will be assigned at approximately 2-3 week intervals
- 3) Each assignment will be worth 100 points and will include a Grading Checklist which will detail how the points for each assignment are allocated. The grader will complete the Grading Checklist for each assignment to record the rationale for each grade.
- 4) Some assignments will include an optional set of requirements which will be worth an additional 10-20 points if completed successfully.
- 5) Assignments are due to be turned in before midnight on or before the due date. (see Turn-in Requirements below)
- 6) Homework assignments are to be completed by individual students, not by teams. *Collaboration is acceptable and encouraged when designing programs and algorithms, and when debugging a program, but sharing or copying any part of another person's work is not acceptable. The CSCE Department's policy on academic honesty will be enforced strictly. Do not copy anyone else's work, and do not allow others to copy your work – don't leave it unattended, and don't leave copies of your assignments on the lab computers.*

Homework Requirements:

Software Tools:

- 1) All homework assignments must be completed with the designated software program for that assignment. If alternatives are allowed, that will be specified in the assignment.
- 2)

File Naming Convention: "uarkid_nnn.ext"

- 1) General – Unless specified otherwise, all files associated with a specific assignment must use the same naming convention.
 - a) All characters are lower case
 - b) "uarkid" is the student's uark.edu email userid
 - c) "ext" identifies the file's internal format and/or purpose
 - i) Text file = .txt, e.g. "allenb_hw3.txt"
 - ii) Word processing document = doc
 - iii) Spreadsheet = xls
 - iv) Presentation = ppt
 - v) Database = mdb
 - vi) Web page = html
 - vii) Others as specified in each assignment

Turn-in Requirements:

Each homework assignment must be submitted electronically via the CSCE Department's Homework Submission System.

- 1) Compress all your homework files into a single "zip" archive. Some assignments will require the use of multiple files; compressing all files into a single zip archive will provide a means to keep all related files together.
- 2) Login to the Homework Submission System
 - a) Surf to <http://turing.csce.uark.edu/>
 - b) Enter "homework" as your username
 - c) Enter "homework" as your password
- 3) Select the course that this homework assignment was prepared for
 - a) Click on "CSCE-courses"
 - b) Scroll down and click on "CSCE1013"
- 4) Upload your homework file (only the zip archive)
 - a) Click the "Browse" button
 - b) Select your compressed homework file.
 - c) Click the "Upload" button
- 5) Files that are submitted must be virus-free. If we receive an infected file, the grader or I will notify you and expect the file to be replaced within 24 hours for grading.
- 6) If you wish to resubmit an assignment before the designated due date, you will have to give the new files different names from the ones already submitted. In this case, just append a letter a, b, c, ... to the filename, e.g. allenb_hw1a.doc, for each revision. The last one submitted prior to the turn-in deadline will be graded.
- 7) Be sure you upload your files to the CSCE1013 folder. Files uploaded to any other folder will be lost. Neither the grader nor the Instructor will go searching for your uploaded files.