

FALL 2013

COURSE TITLE: Introduction to Computer Science (Online)

COURSE NUMBER: COM 1053041

CREDIT HOURS: 3

INSTRUCTOR: Larry Shead

OFFICE LOCATION: A-104 in Bailey Hall

OFFICE HOURS: As posted

EMAIL ADDRESS: larrys@fortscott.edu

OFFICE PHONE: 620.223.2700 Ext 3220
620.223.2700 Ext 3400 Dean's office

PREREQUISITE(S): None

A. TEXTBOOK AND REQUIRED TOOLS OR SUPPLIES:

1. *Technology in Action 9th Edition(Complete) Evans, Martin, Poatsy*
ISBN: 9780132838733

2. A flash memory “key” (jump drive) to hold all projects. Suggested size is one Gigabyte (or larger). You may want to use it for other classes, as well.

3.

System Requirements for FSCC Blackboard™, Campus Connect (Gizmo), and email Systems

Certified: fully tested and supported.

Compatible: partially tested but should function properly.

Provisional: future technologies considered supported by Blackboard Support.

Unsupported: either impossible or not tested.

Microsoft® Windows® Operating System

	Internet Explorer® 9	Internet Explorer 8	Firefox (Final Release Channel)	Firefox 3.6	Chrome (Stable Channel)
Windows® XP (32-bit)	Unsupported	Compatible	Compatible	Compatible	Compatible
Windows Vista® (32-bit)	Certified	Compatible	Certified	Compatible	Compatible
Windows Vista (64-bit)	Compatible	Compatible	Compatible	Compatible	Compatible
Windows 7 (32-bit)	Certified	Compatible	Certified	Compatible	Certified
Windows 7 (64-bit)	Compatible	Compatible	Compatible	Compatible	Compatible

Apple® Mac OS® Operating System

	Safari® 5.0	Safari 4.0	Firefox (Final Release Channel)	Firefox 3.6	Chrome (Stable Channel)
Mac OSX 10.5 "Leopard®"	Compatible	Compatible	Compatible	Compatible	Compatible
Mac OSX 10.6 "Snow Leopard®"	Certified	Compatible	Certified	Compatible	Certified

- Blackboard Learn requires the latest version of Sun JRE 6. The JRE can be downloaded from <http://java.sun.com/javase/downloads/index.jsp>.
- The following technologies are not supported:

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- Internet Explorer 6 and Internet Explorer 7
- Firefox 1.x, 2.0, 3.0, and 3.5
- Safari 2.0, 3.x (or any version on Windows)
- Mac OSX 10.4 "Tiger"
- Java 5
- Internet Explorer 8 and Internet Explorer 9 are tested in Standards Mode. Some known issues can be resolved by using Compatibility Mode (emulates IE7 behavior).
- Both Google Chrome and Mozilla Firefox have moved to a rapid release cycle. At the time of testing, Chrome 10.0 and Firefox 4.0 were the latest available versions. Since then, new stable versions have been released and widely adopted. Blackboard is supporting all newer stable versions of Chrome and Firefox.

Computer hardware requirements

	Microsoft Windows			Apple Macintosh	
Operating System	XP	Vista	Windows 7	Mac 10.5	Mac 10.6
Processor Speed/Type	1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor	1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor	1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor	Intel, Power PC G5, or Power PC G4 (867 MHz or faster) processor	Intel processor
CPU Memory (minimum)	1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)	1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)	1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)	512 MB of RAM	1 GB of RAM
Monitor Resolution	DirectX 9 graphics device with WDDM 1.0 or higher driver	DirectX 9 graphics device with WDDM 1.0 or higher driver	DirectX 9 graphics device with WDDM 1.0 or higher driver	1024 x 768	
Free Hard Disk Space (minimum)	16 GB available hard disk space (32-bit) or 20 GB (64-bit)	16 GB available hard disk space (32-bit) or 20 GB (64-bit)	16 GB available hard disk space (32-bit) or 20 GB (64-bit)	9 GB of free disk space	5 GB of free disk space

Unless otherwise indicated by the instructor, students will need to submit assignments or projects in Microsoft Office 2007 or 2010 format (not Microsoft Works, Word Perfect, or Notepad). Students need reliable access to the Internet to participate in Blackboard (online) courses. Students are required to use their FSCC Mail accounts when sending email to instructors.

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If you don't have a computer, the lab computers are available for you to use during the hours the labs are open and no class is taking place in them.

You will need the following software:

Microsoft WORD

Microsoft EXCEL

Microsoft POWERPOINT

Microsoft ACCESS

Functioning FSCC Student email address

If you **DO NOT** have these Software Programs, you need to locate a computer you can use that does have them, or purchase the software. Check it out in advance of needing these programs.

B. COURSE DESCRIPTION:

This course is an introduction to the use of computers. The emphasis of this course is the use of computers in business and the home today as well as a history of computers from the early days until now. Some hands on use of computers will be done including searching of the Internet for information.

C. METHOD OF INSTRUCTION:

Students are responsible for the information in the text book. We will be covering 13 chapters, testing, and doing projects in approximately a 15 week semester.

It is good practice to always keep a second copy of your work!!!

When turning in an assignment, keep a copy in case the original does not get to the instructor. This is so that you can send it again if necessary. Save it on your jump drive as well as your hard drive. Save your "SENT" emails until the end of the semester.

Assignments are listed under "Assignments" on Blackboard.

Assignments are to be sent to the instructor through E-mail and on the Discussion Board on Blackboard. I do **NOT** check the digital drop box, as I want all assignments to be attached to email. That way I am notified (in Outlook) when you send me an assignment. I will attempt to always answer an email within 24 hours during the school week. **However, not on the weekends or holidays.**

Since attendance is based on your correspondence with me by email, I need to hear from you during the first week of the term to verify that you are “attending class”. Look for the **attendance** assignment under assignments in Blackboard. This assignment is due by midnight on Thursday of the first week of the semester. Look under the Calendar for the exact date.

Assignments to be completed:

Assignment	Week
Attendance Assignment	1
Proctor and Syllabus	
Forms due	2
Chapter 1	3
Chapter 2	4
Chapter 3	5
Chapter 4	6
Chapter 5	7
Chapter 6	8
Chapter 7	9
Chapter 8	10
Chapter 9	11
Chapter 10	12
Chapter 11	13
Chapter 12	14
Chapter 13	15

Final Test Tuesday of Finals week

Assignments are due by midnight Tuesday of the week due. However, the first two assignments for attendance and forms are due Thursday of the first and second weeks of school. See the Calendar in Bb for dates and weeks.

I will be checking for Tests and Discussion Board assignments done on Blackboard (as well as assignments sent in by e-mail) on a weekly basis. Generally, I will be checking on Friday afternoons. As time permits, I will check earlier in the week.

I will attempt to at least acknowledge any e-mail I receive from students within 24 hours of receiving it (except on weekends and holidays). I may need to send a more thorough answer later in the week. Be sure to use your FSCC assigned Gmail address for correspondence with your instructors. Make sure your email address in Blackboard is the FSCC Gmail address assigned to you.

D. COURSE OBJECTIVES:

This course will:

Provide students with an understanding of specifications and configurations of computer hardware.

Provide students with an understanding of and ability to identify the major roles of operating systems and systems software.

Provide students with an understanding of the impact and use of the Internet.

Help students develop skills in the use of word-processing software to create, edit and produce professional looking documents.

Help students develop skills to create spreadsheets.

Help students develop skills for using a database.

Help students develop skills in the use of presentation software to create, edit and produce professional looking presentations.

Help students identify security threats and solutions.

Provide students with an understanding of ethical and social standards of conduct regarding the use of information and technology.

E. COURSE TOPICS/UNITS

1. Technology and using it

Technology in Focus (TIF-1)-History of the Personal Computer

2. Understanding the Parts

3. Using the Internet

TEST #1 Chapters 1-3 including History of the PC

4. Application Software

Technology in Focus(TIF-2)-Information Technology Ethics

5. System Software

6. Evaluating Your System

TEST #2 Chapters 4-6

7. Networking and Security

8. Managing Digital Data and Devices

9. Securing Your Digital Data and Devices

TEST #3 Chapters 7-9

10. Behind the Scenes – Software Programming

11. Behind the Scenes - Databases and Information Systems

12. Networking and Security in the Business World

13. How the Internet works

TEST #4 Chapters 10-13

FINAL EXAM-Comprehensive over whole book.

F. COURSE COMPETENCIES

Upon completion of this course the student will be able to:

- *Identify the specifications and configurations of computer hardware.*
- *Identify the role of an operating system.*
- *Use the Internet to find information and determine its credibility.*
- *Use word processing software to create, edit, and produce professional documents.*
- *Create spreadsheets and charts for problem-solving.*
- *Utilize a database.*
- *Use presentation software to create, edit, and produce professional presentations.*
- *Identify the ethical and social standards of conduct regarding the use of information and technology.*
- *Identify security threats and solutions.*

G. GRADING PLAN:

Student grades will be based on quizzes, exams, Discussion Boards, and lab work as assigned by the instructor. There will be Chapter Tests for every chapter. The chapter tests **do not** require a Proctor. From time to time there will be short tests on Technology in Focus (TIF) topics. The TIF tests **do not** require a proctor. There will be 4 Unit exams administered during the semester. The final exam will be comprehensive.

Four Unit tests will be given. These four tests will be proctored. There is a proctor form at the end of this syllabus. The final will also be a proctored test. The deadline for proctored tests will be on the designated Tuesday. You will need to make arrangements with your proctor as to the time of day you will take each test. If you are using the MILL at FSCC (or any other FSCC facility), you must take the test during the regular operational hours of that facility. Call to check on the open hours of the facility.

Projects and papers will be assigned from time to time which will be graded. Deadlines will be given for the assignments to be turned in for full credit.

Five or more projects will be given being worth from 50 to 100 points depending upon difficulty or importance.

Grades will be determined by taking the total number of points possible and dividing that number into the total number of points the student has earned.

Policy for assignments: All assignments must be submitted by midnight the date they are due or lose points for being late. The timestamp on Blackboard or on your e-mail will determine if an assignment is late or not. 10% is taken off for each **week or part of a week** an assignment is late, beginning with the day after it is due. Assignments may not be more than 2 weeks late. If an assignment is not turned in within 2 weeks of its due date, there will not be a grade given for the assignment. At the end of the semester, the 2 weeks shortens to the last day of classes before finals begin.

Policy for quizzes and tests: Quizzes and tests also need to be submitted by midnight of the date due. 10% is taken off for each **week or part of a week** a quiz or test is late, beginning with the day it is due. Tests and quizzes may not be more than 2 weeks late. If a test or quiz is **not** completed in within 2 weeks of its due date, there will not be a grade given for the test or quiz. Bb will be set to **not** allow a student to take a quiz or test beyond the 2-week grace period. At the end of the semester, the 2 weeks shortens to the

last day of classes before finals begin. Students are NOT to use textbook or notes to take quizzes or tests.

Students will need to contact (by email) the instructor for the weekly chapter test passwords, prior to taking the chapter tests on BlackBoard. By doing so, the instructor knows the student is still doing the weekly assigned tests. When requesting these passwords, I will respond quicker if you put something in the subject line that tells me which password you need such as: Passwords for Chapter 4.

If the student **exceeds** the time allotted for the quiz or test, there will be a **penalty** of 1 point for every minute taken beyond the allowed time.

TURNING IN ASSIGNMENTS:

Assignments are to be completed in MS Word (or other software as designated), attached to an email, and sent to the instructor. **DO NOT** use the Digital Dropbox as I do not check it on Blackboard. Please submit one assignment per email, and in the subject line, indicate what assignment it is you are submitting. (Ex: Assignment 1, Chapter 2, or Excel Assignment for Chapter 4)

Be sure to put your name on the document when you are completing it. It will be printed out to be graded, and with no name, credit cannot be awarded.

Make sure you are using your FSCC assigned email address. Do not use an email address from your mother, brother, sister, husband, wife or other person. Use your own email address.

When sending your instructor an email, please put something in the subject line that indicates the nature of the email. Such as: Need passwords for Chapter 1 Quizzes.

You will need Microsoft WORD, EXCEL, POWERPOINT, and ACCESS to complete the projects in this course. If you do not own one or more of these software packages, you will need to find a lab, library, or other computer which has the software necessary to complete the projects. Instructions will assume you are using **Microsoft Office 2010**.

If you have questions, check with your instructor.

If a student finds that they are behind in class and desire to withdraw from the class to avoid an **F** on their transcript, it is the **student's responsibility** to remove themselves from the class by contacting a counselor and signing the appropriate documents.

Grading Scale

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

H. ATTENDANCE POLICY:

In this online class, attendance is measured by getting the assignments done. This includes email. This shows the instructor that you are doing the work and paying attention to deadlines and assignments.

The last day to drop a class and receive a refund is **September 16, 2013**.

The last day to withdraw from classes with the instructor's signature is the **last day of class** before Finals begin, **December 6, 2013**.

Finals are **December 9-12**. For this class, the final is due no later than Tuesday, **December 10**.

I. COURSE COMPONENT SPECIFICS:

Quizzes will be due most every week and tests will be approximately every 3 weeks. Each proctored test will cover a unit of approximately 3 chapters except the final which will cover the entire Textbook.

J. SERVICE LEARNING (NA)

K. CLASSROOM RULES OF CONDUCT (NA)

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L. ACADEMIC INTEGRITY:

Academic dishonesty will result in no credit for the assignment in question. The instructor also reserves the right to conduct an instructor-initiated withdrawal for any student who flagrantly disregards the academic dishonesty policy. Examples of academic dishonesty are the following: having someone else do your work, copying someone else's work, and plagiarism (see definition below).

plagiarism

n 1: a piece of writing that has been copied from someone else and is presented as being your own work 2: the act of plagiarizing; taking someone's words or ideas as if they were your own

A student may also be withdrawn for any act considered as blatantly inappropriate.

If a student finds that they are behind in class and desire to withdraw from the class to avoid an **F** on their transcript, it is the **student's responsibility** to remove themselves from the class by contacting a counselor and signing the appropriate documents.

M. EMERGENCY PROCEDURES

Online students are to have their own plan to deal with fire evacuation procedures and tornado procedures in their homes.

Campus Security Cell 620.224.7207

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is meant to provide a listing of course content and rules that the instructor will employ in evaluating the student. Questions are welcome at any time.

Each student needs to read, print, and sign the **syllabus affidavit**. It is then to be mailed to your instructor so that it may be filed in the instructor's office. It may be faxed, see fax number below. Also, you can scan and attach the documents to email if you want.

The **proctor form** must be sent in as well. These documents must be received by Thursday of the second week of classes or the student **will be dropped** from the class. These forms are usually mailed, so get them in early. Faxing is possible, but the driver's license does not usually show very well. Fax Number – 620.223.6530.

Sign this page, detach from syllabus, and **mail or Fax** to your instructor.

COURSE TITLE: Introduction to Computer Science

COURSE NUMBER: COM 1053041 (Online)

CREDIT HOURS: 3

INSTRUCTOR: Larry Shead

OFFICE LOCATION: A-104 in Bailey Hall

OFFICE HOURS: As posted

OFFICE PHONE: 620.223.2700 Ext 3220

EMAIL ADDRESS: larrys@fortscott.edu

AFFIDAVIT

My signature indicates that I have read and understand this syllabus and have access to a copy of my own to keep.

Student Signature

Date

Print name

The following pages contain information about obtaining a proctor as well as a form which needs to be turned in for approval before information can be sent to a proctor. You will need to print out these pages. It is the student's responsibility to obtain a proctor for these tests and to make all arrangements for taking the tests.

If the student lives close to Fort Scott, they must take their proctored tests in the MILL at FSCC. The Proctor Agreement Form is still required. The student must get the form filled out by the MILL personnel and get it to the instructor. The student will then need to make arrangements with the MILL personnel for taking tests at the appropriate times.

If the student lives close to Pittsburg, they must take their proctored tests at our Pittsburg Facility (620.231.3690) on North Broadway. The Proctor Agreement Form is still required.

If the student lives near Paola, they must take their proctored tests at our Miami County Campus (913.294.4178). The Proctor Agreement Form is still required.

Students will need to contact (by email) the instructor for the weekly chapter quiz passwords, prior to taking the chapter quizzes on BlackBoard. By doing so, the instructor knows the student is still doing the weekly assigned quizzes. Weekly quizzes **DO NOT** require a proctor.

The proctor will be sent the passwords for the Unit tests and will enter them for the student when the proctored test is taken. When taking a proctored test the student will need to show some form of picture identification before taking the test.

**FORT SCOTT COMMUNITY COLLEGE
EXAMINATION PROCTOR GUIDELINES
FOR DISTANCE LEARNING STUDENTS**

Students may take examinations at facilities which are not part of the FSCC campuses as long as security measures for administering the tests are strictly maintained before, during and after testing. Off campus examinees should be testing under the same conditions as their on-campus peers to ensure the academic integrity of the examination. This applies only if any of the following conditions do not exist.

If the student lives close to Fort Scott, they must take their proctored tests in the MILL at FSCC. The Proctor Agreement Form is still required. The student must get the form filled out by the MILL personnel and get it to the instructor. The student will then need to make arrangements with the MILL personnel for taking tests at the appropriate times. The testing is free, and the Mill is open from 7:30 to 7:30 M-TH and 7:30 -4:30 on Fridays. An appt. is necessary.

If the student lives close to Pittsburg, they must take their proctored tests at our Pittsburg Facility (620.231.3690) on North Broadway. The Proctor Agreement Form is still required.

If the student lives near Paola, they must take their proctored tests at our Miami County Campus (913.294.4178). The Proctor Agreement Form is still required.

Appropriate Proctors

Professional educators
Community librarians

Inappropriate Proctors

High School students
College peers
Relatives
Co-workers
Neighbors/Friends

A copy of a picture I.D. (driver's license) of the proctor must accompany the Proctor Agreement Form. If you use the FSCC MILL on the main campus or FSCC's Paola or Pittsburg Sites, all you need is a signature; a picture is not required. Proctors must have fax capability and an email address. Passwords will be either emailed to the approved proctor prior to any tests given. The Proctor Agreement may be terminated for any just cause by FSCC upon written notification to all parties.

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The examination should be administered in a quiet, well-lit office or classroom setting conducive to concentration. **Examination administration in private homes is NOT allowed.**

Proctor Responsibilities:

- Proctors should remember that exam security is of utmost importance at all times, and that they are responsible for safeguarding all exam passwords in their care.
- Check student photo ID to ensure the examinee is actually the person scheduled to test.
- Ensure that the student does not access cell phones, notes, books, or articles during the exam unless the test specifies otherwise. The student may use a calculator and blank scratch paper.
- Proctors should enter the password for the student after the student calls up the test and the proctor should match the name on the computer screen with the name on the ID.
- Proctors should not share the password with anyone, especially the student.
- Proctors may answer any questions on testing-taking procedures, but should not answer any questions on test content.
- Proctors should be present during the entire exam period.
- Note any testing irregularities and email these to the instructor.
- If a fee is charged for exam supervision, request payment from the student at the time of testing. FSCC will NOT pay proctor fees.

Student Responsibilities:

- Students must find an appropriate proctor from the above list that will be willing to proctor and supply that name, email address, physical address, and phone number to the instructor during the first two weeks of class.
- Pay any proctoring fees if applicable to the proctor before taking any exams.
- Schedule and keep all appointments with the proctor for taking tests.
- Supply photo identification to the proctor before taking each exam.
- Do not use any textbooks and/or notes when taking an exam.

It is mutually understood that the student will inform the proctor of the need to take an exam and will keep his or her appointed time for taking the exam. If the student fails to keep his/her appointment, this information should be forwarded to the instructor immediately. The student will also inform the instructor of the agreed upon time for taking the examination and an exam will be made available to the proctor. In return for the proctoring the exam, the student may have to pay a fee directly to the proctor prior to the examination time. The agreed fee for proctoring is \$ _____ dollars. (Should not exceed \$10 per exam)

Reminder: If the student lives near our Fort Scott, Paola, or Pittsburg Campus they need to take their proctored tests at that location. The paperwork still needs to be processed, but is much faster as the proctors provided are pre-approved.