

SYLLABUS

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SEMESTER: Fall 2005-2006

COURSE: Introduction to Computers 101, 3 credits

OFFERED: Each semester

INSTRUCTOR: Michael T. Frank

OBJECTIVE: To provide the student with

an introduction to computer concepts, uses and problem-solving skills

the basic skills needed to

use the fundamental parts of the windows operating system

use email

use the world wide web

design, implement and use applications involving a word processor, spreadsheet and database

OFFICE HOURS: Office hours are posted on the schedule outside of my office, room 312, Klinefelter Hall and are available on the WWW. Appointments for other times may be made if the office hours do not fit your schedule.

OTHER CONTACTS:

office phone: 483-2107

e-mail: michael.t.frank@dsu.nodak.edu

When corresponding by email include the following in the subject.

your name and course

I delete all email where I cannot identify the source.

Course Links (course materials on the WWW including [but not limited to] assignments, grades and schedule). Much of the material used in this course will only be available by this means. Use one of the links to courses for the appropriate term in my home page (obtained in the Mathematics and Computer Science Department home

page) and then use the appropriate pop-up menu Course Links for this course.

TEXTS: Discovering Computers 2005 A Gateway to Information ©2004 by Shelly, Cashman and Vermaat

Microsoft Office^{xp} ©2002 by Halvorson and Hunt

Microsoft Windows^{xp} ©2002 by Kemper

MATERIALS: You will probably need several zip disks or memory sticks. Materials handed in on zip disks must be of size 100MB or 250MB. *When you hand in zip disks **do not** hand them in with the zip disk holder.*

PREREQUISITE: None (assumes no previous knowledge of computers)

MEDIUM: We will be using Microsoft Windows^{xp}, Microsoft Office^{xp} and Windows Explorer, which should be accessible through most computers at the university.

ATTENDANCE POLICY: Attendance is taken daily for administrative purposes only. It does not directly affect your grade in the course.

ABSENCES: Absences from school may cause you to miss an examination or some other requirement.

If you know ahead of time that you will be absent for an examination or some other requirement (this includes absences because of University sponsored activities) you **must** make arrangements as soon as you are aware of the situation. These arrangements **must** be made **beforehand** and **in person** with the instructor.

If you miss an examination or some other requirement because of an emergency, you must inform the instructor as soon as possible. Email is a possible method of making the initial contact.

CHEATING POLICY: Most computer systems provide an easy way to transfer information from one medium to another or between mediums. Working together is allowable and is a very good way to learn. At some point though, students must complete the assignment on their own. Writing all or most of the code together and then making a copy for all those involved is not allowed. It is expected that you will do your own computer assignments.

Cheating of any kind will result in a grade of F for the course.

SCHEDULE: A schedule is available on the WWW. The schedule will not show all of the details of what we will be doing in class, but it should be current for the next class period. After each class the schedule will be updated to show what was covered in the last class period and what will be covered in some of the upcoming class periods.

DROP DATE: The drop date this semester is Friday, 14 October 2005. I do not allow drops after this date unless there are very extenuating circumstances.

CLASS ACTIVITIES: There will a number of activities for this class. Those activities are described below.

1. Textbook Discovering Computers 2005 A Gateway to Information

We will cover chapters 1-9 and 11. One class period will be allocated to each of the chapters.

There will be several unannounced quizzes given over this material. Quizzes may be given anytime during the class period. They might be on material covered in a previous class, material that you should have read for the current class or material covered in the current class. Each quiz will have the same weight. Grades on each quiz will range from 0% through 100%. (See the section under GRADING for determining the letter grade equivalent of a percentage.) Quizzes cannot be made up, except if you miss because of an absence as described earlier under **ABSENCES**. A missed quiz will result in a grade of 0% for that quiz. The lowest quiz grade will be dropped.

There will be two examinations, one on chapters 1-5 and one on chapters 6-9 and 11. One class period will be allocated to each of the examinations. Each examination will have the same weight. Grades on each examination will range from 0% through 100%. (See the section under GRADING for determining the letter grade equivalent of a percentage.) Examinations must be taken at the times indicated. Failure to take an examination at the required time, except if you miss because of an absence as described earlier under **ABSENCES**, will result in a grade of 0% for that examination.

2. Textbook Microsoft Windows^{xp}

We will cover selected topics in the textbook. One class period will be allocated to this.

There will be one examination (very short). It will be an oral/hands-on examination taken in my office.

3. E-mail

One class period will be allocated to this.

There will be several out of class assignments associated with this activity. These assignments must be completed by the time indicated. Assignments cannot be made up, except if you miss because of an absence as described earlier under **ABSENCES**. A late or missed assignment will result in a grade of 0% for that assignment.

4. World Wide Web

One class period will be allocated to this.

There will be several out of class assignments associated with this activity.

5. Textbook Microsoft Office^{XP}

We will cover parts of the sections on word processing (Word), spreadsheet (Excel) and database (Access). Several class periods will be allocated to each of the sections.

There will be several out of class assignments associated with the sections. These assignments must be completed by the time indicated. Assignments cannot be made up, except if you miss because of an absence as described earlier under **ABSENCES**. A late or missed assignment will result in a grade of 0% for that assignment.

There will be an examination on each of the sections. There will be one class period allocated to each of the sections/examinations. Each examination will have the same weight. Grades on each examination will range from 0% through 100%. (See the section under GRADING for determining the letter grade equivalent of a percentage.) Examinations must be taken at the times indicated. Failure to take an examination at the required time, except if you miss because of an absence as described earlier under **ABSENCES**, will result in a grade of 0% for that examination.

HANDING IN ASSIGNMENTS: Some assignments may be handed in during the class period. Others assignments will be handed in with the disk or memory stick and a SUBMISSION ENVELOPE. These will be handed in and picked up from the I/O box located in Klinefelter 321 (Mac Lab). (If this room is locked and you wish to hand an assignment in, it can be done near the instructor's office. If you wish to pick up an assignment, check with the instructor.) There is a supply of SUBMISSION ENVELOPES where the assignments are handed in and picked up. Assignments handed in by 2:00 pm on a regular school day will normally be corrected by 8:00 am on the following regular school day.

Assignments will be returned with a CORRECTION FORM in the envelope indicating the grade.

SUBMITTING ASSIGNMENTS BY E-MAIL: Some assignments can be submitted by email (some must be submitted by e-mail). If the assignment is a single file it can be sent as an attachment. If the assignment is more than one file, then those files must be zipped and that zipfile sent as an attachment. All assignments submitted by email must have the following in the subject.

your name, course and which assignment

I delete all email where I cannot identify the source. In the body of the email you should include any special instructions that are needed.

GRADING:

Weights for the Final Grade

1. Textbook <u>Discovering Computers 2005 A Gateway to Information</u>		
quizzes	8%	
examinations	32%	
		40%
2. Textbook <u>Microsoft Windows^{xp}</u>		
examination	5%	
		5%
3. E-mail		
assignments	5%	
		5%
4. World Wide Web		
assignments	5%	
		5%
5. Textbook <u>Microsoft Office^{xp}</u>		
word processing assignments	5%	
word processing examination	10%	
spreadsheet assignments	5%	
spreadsheet examination	10%	
database assignments	5%	
database examination	10%	
		45%

**Letter Grade
Equivalents of
Percentages**

90% and higher	A
80% through 89%	B
70% through 79%	C
60% through 69%	D
59% and lower	F

POSTED GRADES: Grades will be posted on the WWW, **but only with your permission.** This permission form is found under Grades on the WWW.