

COURSE SYLLABUS Fall 2008

Course: CS-115 Using Computers
Section 1: Tuesday 8:00 – 9:30: Halsey 202
Thursday 8:00 – 9:30: Halsey 101 Teaching Lab
Instructor: Kathy Lynch
E-Mail: lynchk@uwosh.edu
Office: Halsey 215
Office hours: Tues./Thurs. 7:30 – 8:00 and 9:30 – 11:00 or by appointment
Phone: 424-1085
Text: “Microsoft Office 2007 for Windows”;
Shelly, Cashman, Vermaat
Optional: “Discovering Computers 2008”;
Shelly, Cashman, Vermaat
Class WIKI: <http://idea.uwosh.edu/wikics115/index.php>
Text Site: <http://www.scsite.com/dc2008>

Lab Topics: Microsoft Office 2007, D2L, Multimedia, Web Page Design,
Operating Systems and Computer Programming with ALICE

Grading: Two Exams 50%, Programming 25%, Quizzes/Assignments 25%

Week	Lecture Topics
1	Introduction and History of Computing – Chapter 1
2	The Internet and World Wide Web – Chapter 2
3	Application Software – Chapter 3
4	Components of the System Unit – Chapter 4
5	Digital Media and Computer Storage – Chapter 7
6	Exam 1 -
7	Operating Systems and Utilities – Chapter 8
8	Communications and Networks – Chapter 9
9	Databases and Information Management – Chapter 10
10	Security Issues with Computers and Internet – Chapter 11
11	Information System Development and E-Commerce– Chapter 12 & 14
12	Exam 2 -
13	Power Point Presentations/ Introduction to Programming with ALICE
14	Power Point Presentations

Course Objectives: This course is an introductory course to new technology, computing and current computer resources available to you. These resources include both online and desktop software tools. You will learn the basics of the Microsoft Office 2007 suite along with the following tasks:

- Students will use various types of search engines and determine which is the most efficient for their needs.
- A history of computing will be covered to show how new technology has evolved and give students an appreciation of the speed of change in computing.
- Internet software will be studied and students will use online resources to gather information and clip art for a research project on Web 2.0 technology.
- In this course students will create a modern resume using Microsoft Word.
- Computer Hardware will be reviewed so that everyone in the course will be able to make informed decisions when buying computer equipment either for themselves or the organization in which they work.
- The importance of software and how data is stored will be evaluated. Various Data warehouses will be discussed.
- Each student will create a personal finance spreadsheet using Microsoft Excel and built in design tools to make their spreadsheets interactive will be explored.
- The differences between Windows and Macintosh operating systems will be presented and students will be capable to use the Office software on both platforms.
- An introduction to website design using Adobe Dreamweaver software will be taught and students will create their own personal web pages.
- Programming concepts will be explored using ALICE and problem solving techniques will be learned to debug and create basic programs.
- Other programming languages will be discussed and students will be able to determine which languages are the most appropriate for each application.
- Presentation skills of each student will be enhanced by giving a Power Point presentation on new technology to the class.
- Students will learn how to avoid identity theft and how to protect their computers and data from malicious software.
- Each student will create a database in Microsoft Access and be able to create queries to retrieve specific data and be able to create a professional report from this data.
- Different types of E-commerce will be studied and students will discover websites to enable them to become more informed consumers.
- Internet telephony will be demonstrated.
- A course WIKI will be used by students to post articles that they find about emerging technology.
- D2L will be used for online discussions and other course resources.

Requirements: You are expected to learn all of the material presented in the lectures. Lab assignments are a requirement of the course and must be turned in to receive a grade. An unacceptable assignment will not receive a grade if:

1. It is not handed in by the end of the course.
2. It is not a reasonable attempt to solve the assigned problem, or
3. It is not your own work

Programming assignments are to be submitted on the due date announced. Assignments turned in after the scheduled due date are counted as late. The grade for that assignment will be reduced 2 points for each day until the assignment is turned in up to one week.

Power Point Presentation: A 6 to 10 minute presentation is a requirement of the class. It will be graded in two parts. The slides handed in will count as a lab grade and the presentation to the class will be averaged in as a quiz grade.

Attendance: Attendance is necessary to learn the material. There will be things Presented in class that are not on the slides and you need to be there to learn them. If you need to miss a class, make sure to get the notes from a reliable classmate.
- You may miss three classes without penalty (for illness, prior commitments, religious observance, work or anything else you feel is important), and after that you will lose one percentage point of your course grade for each day missed (up to 10%)

Exams and Quizzes: If you are unable to take a scheduled exam or quiz, you may take a make-up exam provided that you do at least one of the following:

1. Make arrangements prior to the scheduled exam (Computer Science Office telephone 424- 2068 for last minute emergencies) No after the fact notifications will be accepted.
2. Have a written excuse from the Dean of Students Office

Discussions: There will be online discussions on current technology topics. To get credit for participating please post at least one response to the instructor's question and at least one or two responses to other student's comments. Your posts will go toward your quiz/assignment grade as extra credit.

Have a great semester!

