

Course Title: Introduction To Computer Applications

Course COMP **Course No.:** 1003

Prefix:

Section No.: P10,

P11

Department of Computer Science

College of Roy G. Perry College of Engineering

Instructor Name: Sharon Daniels

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Office T TH 10:00 – 11:00 AM

Hours: T TH 2:00 – 3:00 PM

Virtual Office Hours: M W 9:00 AM – 2:00 PM

Course Sam R. Collins Engr. Tech. Bldg.

Location: S. R. Collins 226

Class Meeting Days & Times: P10 – T Th 11:00 AM – 12:20 PM

P11 – T Th 12:30 PM – 1:50 PM

Catalog

Description:

COMP 1003 – Introduction to Computer Applications. (3-0) Credit 3 semester hours. Fundamentals of Excel spreadsheets and MS Access to gather pertinent information, analyze, evaluate, interpret, display data, and draw conclusions. Efficient communication in the digital world, including multimedia editing, web page/site design, publishing on the Internet, and cloud computing. Social and ethical responsibility of using social media, surfing the Internet, and information security. Team projects using Sharepoint and group presentation.

Prerequisites None

Co-requisites: None

Recommended Text/Readings:

1. Build Your Own Web Site The Right Way Using HTML & CSS, 2nd Edition by Ian Llyod. ISBN-10: 0980455278.
2. *Microsoft Office 2010: Introductory, 1st Edition*
Gary B. Shelly / Misty E. Vermaat
Publisher: Course Technology 2010
ISBN - 13: 978-1-4390-7838-9
ISBN – 10: 1-4390-7838-6
3. Adobe Dreamweaver: Comprehensive Edition 1
Shelly, Gray
ISBN 9780538473941
4. Adobe Photoshop CS6: Introductory, 1st Edition
ISBN-10: 1133525911
ISBN-13: 9781133525912
6. Access <http://helpx.adobe.com/support/> to get Adobe help and support on Photoshop, Dreamweaver, and Adobe Premier Pro.
7. *Discovering Computers & Microsoft Office 2010: Introductory, 1st Edition*
Gary B. Shelly / Misty E. Vermaat
Publisher: Course Technology 2010
ISBN - 13: 978-0-538-47393-4
ISBN – 10: 0-538-47393-2

Access to Learning Resources: PVAMU Library:
phone: (936) 261-1500;
web: <http://www.pvamu.edu/library>
University Bookstore:
phone: (936) 261-1990;
web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>
Office of Distance Learning: dlearning@pvamu.edu
Web Sites: Listed per Assignment

Course Goals or Overview:

The goal of this course is

- To analyze and interpret data, and draw warranted conclusion using Excel and Access.
- To familiarize students with graphics and video editing software, and web design
- To provide insight of the social and ethical impacts of information.
- To enable students to work in a team project and presentation.

Course Outcomes/Objectives

Course Outcomes:

At the end of the course, each student will be able to

Rubric a) Critical Thinking --- use the latest techniques, skills, and tools necessary for computing practice and basic data processing. This rubric will be measured through student's homework assignments and examinations in two aspects, "problem-solving" and "explanation of issues" in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).

Rubric b) Communication --- use social media and popular computer software tools to interpret and present information effectively and clearly. This rubric will be measured through student's homework assignments, classroom presentations, and examinations in two aspects, "Control of language" and "Format / Delivery" in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).

Rubric c) Social Responsibility --- understand the critical social responsibility and use the knowledge gained from this course to guide his/her daily activities . This rubric will be measured through homework assignments, classroom discussion, and examinations in four aspects, "Discipline knowledge," "Social knowledge analysis," "Social engagement / Curiosity," and "Attitudes" in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).

Rubric d) Team work --- collaborate effectively with team members to complete assigned tasks. This rubric will be measured through students' project assignments, classroom presentations and discussion in two aspects, "Individual contributions" and "Constructive climate and conflict resolution" in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).

Course Core Objectives:

- Critical thinking: creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication: effective development, interpretation and expression of ideas through written, oral and visual communication.
- Social responsibility: intercultural competency, knowledge of civic responsibility, and ability to engage effectively in regional, national, and global communities.
- Teamwork: ability to connect choices, actions, and consequences to ethical decision-making.

Outcome Evaluation Method: each individual assignment will be weighted and aligned accordingly to the four core objectives/outcomes and evaluated at grading. For instance, a question may carry 25% weight of outcome one, 50% of outcome two, 10% of outcome three, and 15% of outcome four, and a student scores 80 points of this question, then quantitatively this student receives 20 points for outcome one, 40 points for outcome two, 8 points for outcome three, and 12 points for outcome four. The final outcome for a student will be calculated comprehensively based on this student's entire semester performance.

WEEK DATE/DAY	TOPIC	ASSIGNMENTS
Week 1	CLASS ASSESSMENT <ul style="list-style-type: none"> • Class Learning Objectives and Expectations • Online Learning Environments • Introductions F2F and Online Discussion • Group Technology Powerpoint Assignment • Career Assignment Introduction 	
Week 2, 3, 4	INTRODUCTION TO COMPUTERS <ul style="list-style-type: none"> • What is a Computer • The Components of a Computer • Computer Software • Networking & Communications • Internet & Malware HANDS-ON COMPUTER ANALYSIS <ul style="list-style-type: none"> • Computer Hardware • Maintaining a Computer • Basic Trouble-shooting INTRODUCTION TO TEAM PROJECT <ul style="list-style-type: none"> • Complete Stage 1 & Start Stage 2 	Intro Discussion Group Powerpoint Group Hardware Maintaining Quiz/Discussion Computer Essentials Quiz and Test Assign Team Project Groups Post on the Team Discussion Board
Week 4,5	COMPUTER ETHICS <ul style="list-style-type: none"> • Professional and Ethical Responsibilities • Risks and liabilities of computer based systems • Computer Crime • Economic issues in computing WINDOWS 8 OPERATING SYSTEM <ul style="list-style-type: none"> • Introduction to Windows 7 • Organizing Files and Folders • Managing Folders and Files 	Ethics Quiz Win OS Quiz Win OS Discussion
Week 5, 6, 7	MICROSOFT OFFICE 2010 <ul style="list-style-type: none"> • Microsoft Office Word • Microsoft Office Excel • Microsoft Office Access • Integrating MS Office Applications 	Ethics Research Paper Excel Assignment Access ASMT
Week 7, 8	WEB PAGE DESIGN <ul style="list-style-type: none"> • Getting started with HTML and Web Page • Adding and modifying text • Adding images and video • Adding links • Introduction to Dream Weaver CREATING A BLOG <ul style="list-style-type: none"> • Creating posts • Selecting a Theme • Including Hyperlinks • Adding Gadgets • Inserting Pictures 	Integration Test
Week 9, 10	CLOUD COMPUTING <ul style="list-style-type: none"> • What is Cloud Computing • History and Status of Cloud Computing • Cloud Computing Providers INTERNET AND INFORMATION SECURITY <ul style="list-style-type: none"> • History of the Internet • The Parts of the Internet • Introduction to the World Wide Web • Introduction to Information Security • Legal and Ethical Issues of Information Security 	Cloud Computing Quiz Internet Info Quiz & Discussion HTML Web Page Blog Assignment Test – Ethics, Win OS, Cloud, & Internet Security
	GRAPHICS EDITING	

Week 11	<ul style="list-style-type: none"> • Introduction to Adobe Photoshop • Exploring the Photoshop Environment • Working with Image Areas • Working with Layers • Enhancing Images • Saving Images for Web and Print 	Group Photoshop Flyer Assignment Photoshop Discussion
Week 11	VIDEO AND AUDIO EDITING <ul style="list-style-type: none"> • Basic workflow in Adobe Premiere Pro: import, edit and export • Building blocks of editing to create a simple movie • Introduction to different editing techniques • Adding titles, video transition, audio background • Saving movies for the web 	Group Video Editing Assignment Adobe Premiere Pro Discussion
Week 11, 12	TEAM PROJECT <ul style="list-style-type: none"> • Stage 3 – Finishing Draft Documents • Stage 4 – Reviewing & Updating Documents 	Post documents to the Team Discussion Board
Week 13	TEAM PROJECT PRESENTATIONS	Team Project Files Team Project Evaluation Form
Week 14	FINAL EXAM PREPARATIONS <ul style="list-style-type: none"> • Final Exam Preparation Quizzes • Grade Review 	Computer Essentials FE Prep Quiz Ethics Final Exam Preparation Quiz Win OS Final Exam Preparation Quiz Cloud Computing FE Prep Quiz Internet Info Security FE Prep Quiz
Week 15, 16	FINAL EXAM & FINAL GRADE SUBMISSIONS <ul style="list-style-type: none"> • Final Exam • Grade Reporting 	Final Exam

Grading Matrix

INSTRUMENTS	COUNT	Percentage
Research Paper (including one on ethics and social responsibility)		5%
Assignments	5 - 8 assignments	15%
Quizzes	10 quizzes	15%
Forum/ Class Participation	4 - 6 discussions	10%
Assessments / Tests	3 tests	25%
Team Project: reports, implementation, presentation, and collaboration	Includes: Word, Excel, Access, Web Page, Video Commercial, or Powerpoint	10%
Final Examination		20%
TOTAL		100%

GRADING SYSTEM

Grade	Meaning	Score Range	Grade Values
A	Excellent	90 – 100	4
B	Good	80 – 89	3
C	Satisfactory	70 – 79	2
D	Passing	60 – 69	1
F	Failing	0 – 59	0
S	Satisfactory	70 – 100	0
U	Unsatisfactory	0 – 69	0
I	Incomplete		0
W	Withdrawal from a course		0
WV	Withdrawal from the University Voluntarily		0
MW	Military Withdrawal		0

The grading System is located in the University's undergraduate catalog, 2005-2007, p. 104.

TEACHING METHODS:

1. Lectures: This course uses the lecture format. PowerPoint slides, web sites, handouts and Videos will be used to present the material from the textbook and the current events related to the *Lecture Topic*. Also, website (s) will be listed to cover current events related to the *Lecture Topic*. It is essential that all reading assignments are completed.

2. Assignments/Project:

Assignments, aligned with the core objectives in critical thinking and social responsibility, will be given to reinforce the materials presented in the lecture. Students are expected to work on a Sharepoint-based team project. Each team will be required to submit three reports (design report, implementation report, and final report) and PowerPoint presentation handout. Each team will need to do the final project presentation and demonstration in front of the class at the end of the semester. The project will be graded accordingly based on the quality of reports, implementation, presentation, and how the team members collaborate with each other using Sharepoint software environment.

Evaluation Method: see related part on page 1. The outcome weights for the project may be: 20% CT, 30% Communication, 10% SR, and 40% TW.

3. Test/Quizzes: The material that does not appear in the textbook will be presented in the PowerPoint Presentations. All test/Quizzes/Final Examination will be posted through e-course and submitted through e-course. The practice test will not be submitted for a grade. Students are encouraged to complete each practice test before taking the Quiz for that topic.

REMEMBER quizzes will come with a due date and a cut-off time submission.

4. Examination Policy: The *Final Examination* will be given according to the University Examination Schedule. (see University Final Examination Schedule attached)

The *Final Examination* will be administered through e-Course.

5. Makeup Policy: Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook). Contact your instructor as soon as possible.

6. Hands on training: Provides real life applications that make it easier to understand what is being taught because the students learning can see it first-hand rather than just hear about it in a lecture.

SOFTWARE: Microsoft Office 2010

WEBSITES: Listed per assignment

REQUIRED MATERIALS:

- 1) Access to e-Course (<http://ecourses.pvamu.edu>)
- 2) USB: 256MB or 512 MB (Recommended)
- 3) Binder (Hold all documents generated pertaining to this course.)
Organize all documents according to Chapters.
- 4) Cloud Storage: <http://explore.live.com/windows-live-skydrive> or dropbox

Professional Organizations and Journals

- *Association of Computing Machinery (ACM)*
- *Upsilon Pi Epsilon (UPE)*
- *The Society of Women Engineers (SWE)*

References:

Succeeding with Technology

Computer concepts for your life: by Baldauf, Stair,

ISBN-13:978-0-538-74578-9; ISBN- 10:0-538-74578-9

Publisher: Course Technology

Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition

Gary B. Shelly / Thomas Cashman / Misty E. Vermaat

Publisher: Course Technology 2007

ISBN 978-0-324-82684-5

(The Books listed above are on Reserve (John b. Colman Library))

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

- Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
- Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
- Fabrication: use of invented information or falsified research.
- Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise.

Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS**Minimum Recommended Hardware and Software:**

- Pentium with Windows XP or PowerMac with OS 10
- High speed modem (cable modem) or Broadband network access
- Internet provider with SLIP or PPP
- 16X CD-ROM; 500 MB RAM; Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bit; Sound card w/speakers
- Microphone and recording software; Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 6.0 or Firefox 3.0
- Google Chrome is NOT recommended for use with eCourses

Note: Be sure to enable Java & pop-ups

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The Helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Because this is an online course, there will be no required face-to-face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board.

This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the forum board.

Academic Schedule for Spring 2016

The Prairie View A&M Academic Calendar is subject to change. Please check the Prairie View A&M University website for updates.

Jan 14 - Jan 16	Registration Thursday through Saturday
Jan 16	Regular Registration for Graduate Students Saturday
Jan 18	Dr. Martin Luther King Jr. Day (University Closed) Monday
Jan 19	Instruction Begins Tuesday
Jan 19	Late Registration and Drop/Add Begins Tuesday
Jan 22	Late Registration and Add Courses Ends for Undergraduate Students – Web Registration Access Closed 8:00 am - 5:00 pm
Jan 22	Last Day to Change Major or any other Matriculation Change for Spring 2016 8:00 am - 5:00 pm
Jan 23	Late Registration and Add Courses Ends for Graduate Students – Web Registration Access Closed 8:00 am - 5:00 pm
Jan 27	Spring 2016 Student Assembly 10:00 am - 12:59 pm
Feb 03	12th Class Day (Census Date) Wednesday
Feb 03	Last Day to Withdraw from Course(s) without Academic Record Wednesday
Feb 03	Late Deadline to Apply for Spring 2016 graduation

	Wednesday
Feb 04	Withdrawal from Course(s) with Academic Record (“W”) Begins
	Thursday
Feb 15	20th Class Day
	Monday
Mar 10 - Mar 12	Mid-Semester Examination Period
	Thursday through Saturday
Mar 14 - Mar 19	Spring Break
	Monday through Saturday
Mar 18	Spring Break (University Closed)
	Friday
Mar 21	Instruction Resumes
	Monday
Mar 22	Mid-Semester Grades Due
	Tuesday
Mar 25	60% of Term
	Friday
Mar 25 - Mar 26	Good Friday/Easter (Student Holiday)
	Friday through Saturday
Mar 30	Founders Day/ Honors Convocation
	Wednesday
Apr 04	Withdrawal from Course(s) with Academic Record (“W”) Ends
	Monday
Apr 12	Priority Registration Begins for Summer/Fall 2016
	Tuesday
Apr 15	Graduation Application Deadline for Summer 2016 and Fall 2016
	Friday

May 02	Course Review Day [Classes must convene and instructors will prepare students for Final Exams] Monday
May 03	Course Review Day [Classes must convene and instructors will prepare students for Final Exams] Tuesday
May 03	Last Class Day for Spring 2016 Semester Tuesday
May 03	Last Day to Withdraw from the University (from All Courses) for the Spring 2016 semester Tuesday
May 04 - May 10	Final Examination Period Wednesday through Tuesday
May 10	Final Grades Due for Graduating Candidates Tuesday
May 14	Commencement Saturday
May 17	Final Grades Due for All Other Students Tuesday