

CSCI 104 – Essential Computing I

Fall 2015

Instructor: Jason Patalon
jpatalon@edinboro.edu
Class Info: Tuesday 6:00 – 8:30 pm Section 001
Hamilton Hall LL
Office Hours: Tuesday 5:30 – 6:00 pm & 8:30 – 9:00 pm
Hamilton Hall LL

Course Website

D2L: Lecture notes, readings, and announcements. Log on at my.edinboro.edu
jpatalon.cs.edinboro.edu – Lecture notes, readings, and announcements.

Course Description

This course familiarizes students with personal computer (PC) terms, use of Internet applications, and electronic mail applications. Emphasis is placed on the use of PC productivity software (word processing, spread sheet management, file management, and presentation software). Prerequisites: MATH090 or placement into MATH104 or higher and placement into ENGL101 or higher. This course is approved for General Education - Computer Competency.

Course Objectives

1. Learn how to navigate a computer file system by creating folders, saving files, copying and moving files, traverse a directory structure, compress files, and use alternate storage locations.
2. Utilize internet searching techniques to validate sources, identify copyright related issues, and recognize plagiarism pitfalls on the internet.
3. Understand and appropriately use electronic mail, attachments, distribution lists, formatting, and professional communications.
4. Create and format documents using a word processing application, including headers, footers, title pages, table of contents, citations, and bibliography pages.
5. Design and implement formatted electronic spreadsheets using formulas, functions, references, and graphing tools to display data.
6. Produce presentation material using a consistent theme to highlight a topic, employing appropriate graphics and effect to successfully communicate to a target audience.

Course Materials

Required textbook: *Exploring: Microsoft Office 2013, Plus*, Mary Anne Poatsy, 2014
Recommended: 8GB or larger USB flash drive.

Attendance

Regular and punctual attendance is expected. This course will follow attendance guidelines set forth in the Class Attendance Policy and Procedure section of the university catalog. Any in-class exercises must be done in class and are not available for make-up.

Technology Use

The use of cell phones or other communication devices during class is disruptive to the learning environment and prohibited from use during class. If there is an emergency which requires immediate attention, students must leave the classroom to take any calls.

Grading Policy

Grades will be given according to the following point breakdown:

- 3 Exams, 100 points each, 300 points total (30%)
- 1 final, 110 points (11%)
- 11 homework exercises – 50 points each, 500 points total (lowest 1 dropped) (50%)
- 15 class attendance periods, 3 points each, 45 points total (4.5%)
- 15 class participation exercises, 3 points each, 45 points total (4.5%)
- **Maximum Points: 1000**

Grading Scale

Points	Grade	Points	Grade
900-1000	A	700-769	C
870-899	B+	670-699	D+
800-869	B	600-669	D
770-799	C+	0-599	F

Course Policies

- Attendance will be taken randomly during class, and may be taken multiple times during the same class.
- Disruptive behaviors, including but not limited to excessive talking, arriving late, sleeping, or using unauthorized electronic devices during class is not permitted. Repeat offenders may be administratively withdrawn according to university policy.
- Do your own work! There is no tolerance for cheating or plagiarism. Students engaged in dishonest academic activity may receive a lower or failing grade, or other academic sanctions including suspension or expulsion.
- Turn in all homework on time. Late homework assignment submissions are not accepted. Homework assignments are due immediately prior to the start of the class following when they are assigned.
- All exams must be taken during the scheduled class time, unless prior approval is given from the instructor. In the case of a different exam time, the exam given may be different from the exam given in class.
- Inform the instructor of any special needs or arrangements, including university sport or disability requirements, at the beginning of the semester! If you require accommodations for test-taking from the Office for Students with Disabilities (OSD), please provide the appropriate accommodation documentation during the first week of the semester. You must also provide a test accommodation form for each test in which the accommodation will be required. This documentation should be provided to me at least one week prior to the scheduled exam.

Competency Examination

You may petition for undergraduate credit by competency examination for CSCI104 if you are competent in the topics to be covered. You must obtain a Competency by Examination form, have it signed by your advisor, chair of Math/CS, and bursar (after paying \$75). For more information, contact Prof Meyer: tsmeyer@edinboro.edu

Title IX Reporting Requirements

Edinboro University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: <http://www.edinboro.edu/directory/offices-services/social-equity/sex-discrimination-sexual-misconduct>.

Tentative Course Schedule

Week 1 8/25/2015	Syllabus Login D2L Storage Fundamental Concepts Hardware Extra Credit Assignment 1
Week 2 9/1/2015	Software Basic Operating System Concepts Extra Credit Assignment 1 Due Homework Assignment 1
Week 3 9/8/2015	Internet Applications Email Applications Homework Assignment 1 Due Homework Assignment 2
Week 4 9/15/2015	Test 1 - Concepts Word Processing Homework Assignment 2 Due Homework Assignment 3
Week 5 9/22/2015	Word Processing Homework Assignment 3 Due Homework Assignment 4
Week 6 9/29/2015	Word Processing Work Time Homework Assignment 4 Due Homework Assignment 5
Week 7 10/6/2015	Word Processing Electronic Spreadsheet Homework Assignment 5 Due Homework Assignment 6
Week 8 10/13/2015	No Class Reading Day

Week 9 10/20/2015	Test 2 - Word Processing Electronic Spreadsheet Homework Assignment 6 Due Homework Assignment 7
Week 10 10/27/2015	Electronic Spreadsheet Work Time Homework Assignment 7 Due Homework Assignment 8
Week 11 11/3/2015	Electronic Spreadsheet Work Time Homework Assignment 8 Due Homework Assignment 9
Week 12 11/10/2015	Test 3 - Electronic Spreadsheet Presentation Software Electronic Spreadsheet Homework Assignment 9 Due Homework Assignment 10
Week 13 11/17/2015	Test 3 - Electronic Spreadsheet Presentation Software Work Time Homework Assignment 9 Due Homework Assignment 10
Week 14 11/24/2015	Presentation Software Application Integration Work Time Homework Assignment 10 Due Homework Assignment 11
Week 15 12/1/2015	Application Integration Work Time Final Review Homework Assignment 11 due
Week 16 12/8/2015	Final Exam Hamilton LL 6:00-8:00PM

Course Outline

- I. Computer Terms
 - a. Hardware
 - i. Input devices
 - ii. Memory hardware
 - iii. Processing hardware
 - iv. Storage devices
 - v. Output devices
 - vi. Communication devices

- b. Software
 - i. System software
 - ii. Application software
- II. Basic System Software Operations
 - a. Application invocation
 - b. File maintenance
 - c. Other system utilities
- III. Internet Applications
 - a. Introduction to World Wide Web
 - b. Web browser software
 - c. Online searching
 - d. Introduction to web pages
 - e. Ethical Issues
- IV. Email Applications
 - a. Send, receive and file email items
 - b. Building a distribution list
 - c. Professional communications
 - d. Attachments
- V. Word Processing
 - a. Create, edit, save, retrieve and print a document
 - b. Use spell checker, electronic thesaurus and grammar checker
 - c. Cut, copy and paste
 - d. Character formatting
 - e. Paragraph formatting
 - f. Document formatting
 - g. Using writing styles
 - h. Create headers and footers
 - i. Use templates and wizards
 - j. Create table of contents
 - k. Citations and bibliography
- VI. Electronic Spreadsheet
 - a. Create, edit, save, and retrieve a spreadsheet file
 - b. Print showing both computed values and cell formulas
 - c. Insert and delete rows and columns
 - d. Change width of a column
 - e. Format text in a cell
 - f. Format numbers in a cell
 - g. Define and use cell ranges
 - h. Copy, move, and merge cells
 - i. Utilize relative and absolute cell references
 - j. Employ functions
 - k. Create and format charts and graphs
- VII. Presentation Software
 - a. Create, load, save, retrieve and print an electronic slide presentation
 - b. Format electronic presentation
 - c. Utilize animations and transitions
 - d. Utilize sound
- VIII. Application Integration
 - a. Object linking and embedding
 - b. Native document transformation to web page document