

CSCE 1012 College Computing Skills Course Syllabus

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Office Hours: Check Website

Overview and Goals

Prerequisites: None. The goal is to introduce students to a wide range of tools for personal and networked computing needed in most college academic degree programs, as well as the terms and concepts that go along with them. The emphasis is on *skill development* across a variety of operating environments and applications, with the goal of enhancing students' *problem-solving* abilities. At the completion of this course you should be familiar with software and resources such as:

- local and remote operating systems
- accessing campus-wide and remote resources (U of A library card catalog, encyclopedias, online journals, research-based web sites, etc.)
- conducting individual and group communication (email, discussion forums, usenet, chat)
- creating online resources (personal web pages)
- writing/formatting research papers, newsletters (word processing)
- compiling and analyzing numerical data (spreadsheets, databases)
- preparing computer-based presentations (presentation programs)

Software Tools We Plan to Cover - (PLEASE NOTE: This outline is subject to change)

| Focus Areas: By Week | Software Used |
|---|---|
| <ul style="list-style-type: none"> • Weeks 1-3: Operating Systems • Weeks 2-8: Internet Services/Tools: <ol style="list-style-type: none"> 1. Telnet/Secure Shell (remote login to university computers) 2. Electronic Mail (communicating with email software, practicing good netiquette); 3. File Transfer Protocols (transferring files between networked computers) 4. World Wide Web (Interface, Navigation, Search Tools) 5. Publishing Web Pages (Using HTML editors to create personal web sites on your comp account) 6. Creating/Editing Web Graphics (putting graphics on personal web pages) • Weeks 9-15: PC Application Suites <ol style="list-style-type: none"> 1. Databases (database design, data entry, and conducting queries) 2. Spreadsheets (creating budgets, figuring GPA, and calculating loans) 3. Word Processing (formatting newsletters, resumes, and research papers) 4. Presentation Software (creating a class presentation slide-show) | <ul style="list-style-type: none"> • Microsoft Windows, Unix (on Comp, Red Hat Linux 7.3) • Internet Software and Services: <ol style="list-style-type: none"> 1. Telnet/Secure Shell (SSH) 2. Webmail - UofA Web-based Email Interface 3. FTP, WS-FTP95, GFTP, SFTP File Transfer Protocol Client Software 4. Netscape Communicator, Mozilla, Opera, Microsoft Internet Explore 5. Netscape Composer, First Page 2000, Pico 6. StarDraw, Paint Shop Pro, the GIMP 7. Desktop Application Suites -StarOffice, OpenOffice, and MS-Office, possibly others |

Class/Out of Class Requirements

Time: The 2 hours of class time **WILL NOT** be sufficient to gain the computing skills, learn the concepts, and earn a respectable grade. You'll need **at least 2** hours of practice for each 1 hour of class time to achieve success. Additionally, you will be required to complete a variety of reading and practice assignments (textbook, email, and/or web-site), if you wish to be successful in this course.

Access to a Computer: If you have your own computer, great, but you do **not** need one to complete this course successfully. Several General Access Labs (GACLS) are available across campus (<http://compserv.uark.edu/labs/>: Union, Library, ADSB, etc.), AND there are other Controlled Access Labs (CACLS) owned by depts on campus. Take advantage of them. **Note:** Not all computers on campus have identical software as used in this course. It is *your responsibility* to take this into account and make time allowances as you do your work. Ask me if you are not sure about other machines or labs you may want to use.

Required Course Materials

- Textbook: None - Online Documents will be used due to the nature of the course.
- Regular (DAILY) Access to Your UofA Email Account: Many of the course handouts, homework assignments, and other communications will be distributed via email and the World Wide Web. Since the technology is the focus of the course, you are expected to access your University email account daily throughout the week.
- Network Acct for File Storage: Most of your data files will be stored on your remote server accounts (comp.uark.edu), so you will not need floppy disks or zip disks. Some of you may wish to use floppy disks as well; if so get a good protective carrier to keep it safe.
- CD-ROM disk(s): much of the software we use in the course is free, shareware, or has a UofA site license enabling free copies for academic use. This software will be available on cd and posted to the website.

Grading

| Grading Scale | Distribution of Points |
|-----------------|---|
| 90%- 100%= A | 45% - In-Class Work, Regular Quizzes and Out-of-Class Assignments |
| 80% - 89% = B | 5% - Attendance and Participation |
| 70% - 79% = C | 35% - Major in-Class Evaluations/Exams (at least 3) |
| 60% - 69% = D | 15% - 1 Final Exam |
| 59% & below = F | |

Course Policies

Late or Missed Assignments: *Make-ups are NOT allowed* for quizzes or major project assignments. Only legitimate (i.e., verifiable) excuses will be accepted. Your instructor reserves the right to require satisfactory proof before accepting late or make up work. In most cases, all late or make up work is subject to a 10% penalty for each day it is late. In any event **ALL** make-up work must be completed and presented **PRIOR** to the class meeting after you missed (re-read that last sentence two more times before moving on).

Inclimate Weather Policy: The class will meet if the University is holding classes, however if the Fayetteville schools close, the instructor will not penalize students who miss class on those days. When in doubt, you should consult the UofA Inclimate Weather Policy web site at <http://advancement.uark.edu/info/weather.ncl>

Academic Dishonesty: is not tolerated. Any suspicion of academic dishonesty will be investigated, and any if any sanction is taken (lowering a grade, etc.) the *University Judicial Affairs Office* will be notified, and may take further action. So, is academic dishonesty simply copying someone's work? If you read the University's Academic Dishonesty Policy (<http://www.uark.edu/ua/ethics/academic.html>) and note also, the Code of Computing Practice, (<http://compserv.uark.edu/policies/>) you will note that such actions as failing to cite the work of others in your work where appropriate, turning in work for which you've already received credit in another course, and allowing others to use *your work* in completing their assignments (unless permitted by the instructor) are also considered academic dishonesty.