



SOUTHERN UNIVERSITY – SHREVEPORT, LA

SU College Connect Program

Fall 2019 – Spring 2020 Course Syllabus

Introduction to Computer Concepts 101

Instructor: Ratana Warren
Office: Henry Thurman Hall, Room N103
Office Hours: TR 8:00 – 10:00
Phone: 225-771-4675
Instructor's E-mail: ratana_warren@subr.edu

Semester: Fall 2019
Day/Time: TR 11:00 – 12:15
Course Section: 904
Location: Henry Thurman, Room209

Safety: Security is provided at all sites. Safety drills are conducted according to safety policies at each site. The SU System is a drug-free zone on every campus. Refer to the Student Handbook on your “HOST” campus.

COURSE NAME: CMPS 101 Computers Concepts

Credit Hours: 3 **Contact Hours:** 45 **Lecture:** 3 **Lab:** 0

Maximum Enrollment: 35

SUSLA MISSION STATEMENT:

Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and nontraditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

COURSE DESCRIPTION:

The course is designed to guide students to: 1) understand the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software, the World Wide Web, including a historical review of the development of computers; 2) make use of the World Wide Web as a repository of the latest information and an integrated learning tool; 3)



develop an in-depth understanding of why computers are essential components in the business world and society in general; 4) focus on the computer as a valuable productivity tool; 5) recognize the personal computer's position as the backbone of the computer industry and emphasize its use as a stand-alone and networked device; 6) present strategies for purchasing, installing, and maintaining a personal computer system; and, to assist students in planning a career in the computer field.

PREREQUISITES and CO-REQUISITES:

None required. Minimum of 35 wpm keyboarding competency recommended.

COURSE GOALS:

1. To introduce students to current computer technologies through teaching and learning experiences aimed at increasing computer literacy and preparing the student to use computer technologies to manage and/or navigate personal, social, and business electronically in a mobile world.
2. To equip students to conceptualize/formulate innovative and precise solutions to real world/everyday problems and translate conceptual ideas into practical solutions using technology.
3. To provide students with tools and techniques for setting up their computer, installing computer software, and being knowledgeable of various media technology.

COURSE OBJECTIVES:

Students will 1) learn to take a problem-oriented approach to addressing questions and contemporary social and business issues; 2) be encouraged to view problems from different perspectives, with explicit methods for problem solving modeled by the instructor; and 3) be given the opportunity to work as a member of a team to frame questions and design strategies to address problems. Problem-solving strategies will involve analysis of real-world issues through constructivist processes.

COURSE CONTENT—LECTURE, LABORATORY, AND EXAMINATION SCHEDULE:

Students are expected to review each assigned chapter prior to the lecture. The student's name and the exercise number must appear in the header of each lab assignment that is turned for a grade. If an exercise has multiple sheets, they should be stapled together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will not be graded. Chapter reading assignments include Special Features at the end of some of the chapters.

The outline below is intended as a guideline for the course. The institution and the instructor reserve the right to make modifications in content, schedule, and requirements as necessary to enhance each student's educational experience and student learning outcomes

| Date | Chapter | Laboratory Assignments and Exams | Test/Lab Points |
|---|---|---|-----------------|
| Aug 20 | Book / Moodle | Book / Moodle Account / Password | |
| Aug 22 | Syllabus | | |
| Aug 27, 29 | Chapter 1 – What is a Computer? | Chapter Assessment(s), Microsoft Office 2016 Application Project 1: Word Level 1 P-40 | 100 |
| Sep 3, 5 | Chapter 2 - Application Software | Chapter Assessment(s), Microsoft Office 2016 Application Project 1: PowerPoint Level 1 P- 82 | 100 |
| Sep 10, 12 | Chapter 3 – File Management | Chapter Assessment(s), Microsoft Office 2016 Application Project 1: Word Level 1 P-130 | 100 |
| Sep 17 | Review Ch 1 – Ch 3 | Questions at the end of each chapters (1 -3) | |
| Sep 19 (R) | Exam1 | Chapter 1 – Chapter 3 | 100 |
| Sep 24, 26 | Chapter 4 - Hardware | Chapter Assessment(s), Microsoft Office 2016 Application Project 1: Word Level 2 P-184 | 100 |
| Oct 1, 8 | Chapter 5 - System Software | Chapter Assessment(s), Microsoft Office 2016 Application Project 1: PowerPoint Level 2 P-218 | 100 |
| Oct 10, 15 | Chapter 6 – Digital Devices and Multimedia | Chapter Assessment(s), Microsoft Office 2016 Application Project 1: Word Level 2 P-262 | 100 |
| Oct 17 | Review Ch 4 – Ch 6 | Questions at the end of each chapters (4 -6) | |
| Oct 22 (T) | Exam2 | Chapter 4 – Chapter 6 | 100 |
| Oct 24, 29 | Chapter 7 – The Internet | Chapter Assessment(s), Microsoft Office 2016 Application Project 1: PowerPoint Level 2 P-304 | 100 |
| Oct 31, Nov 5 | Chapter 8 - Communicating and Sharing: The Social Web | Chapter Assessment(s), Microsoft Office 2016 Application Project 1: PowerPoint Level 3 P-350 | 100 |
| Nov 7, 12 | Chapter 9 - Networks and Communication | Chapter Assessment(s), Microsoft Office 2016 Application Project 1: Word Level 3 P-396 | 100 |
| Nov 14, 19 | Review Ch 7 – Ch 9 | Questions at the end of each chapters (7 -9) | |
| Nov 21 | Exam3 | Chapter 7 – Chapter 9 | 100 |
| All Projects due on Nov 30, 2019. NO EXCEPTION | | | |



TEXTBOOK, READING, and OTHER EDUCATIONAL MATERIALS:

Visualizing Technology. Debra Geoghan, 2nd Edition, 2014 - REQUIRED

One Jump drive – **required**

Additional reading material is available at the course Web site: www.scsite.com.

ASSESSMENT - EVALUATION and GRADING SYSTEM:

Final grades will be determined as follows:

| <u>Points Distribution **</u> | |
|--------------------------------------|-------------|
| Projects | 25% |
| Exam1 | 25% |
| Exam2 | 25% |
| Exam3 | 25% |
| Total | 100% |

Grade Scale:

Southern University operates on a 4.0 grading system. Students’ academic progress is evaluated according to the following grading system.

| GRADE | EXPLANATION | SCALE | QUALITY POINTS |
|--------------|--------------------|--------------|-----------------------|
| A | Excellent | 90-100 | 4.0 |
| B | Above Average | 80-89 | 3.0 |
| C | Average | 70-79 | 2.0 |
| D | Below Average | 60-69 | 1.0 |
| F | Failure | Below 60 | 0.0 |

*** Attendance & Class Performance will be Bonus (Max 5%)

** Please use this Points Distribution to calculate your Final grade, **do not use Moodle Final grade** because it is not the same as Points Distribution calculation.



To calculate your grade:

P = Project (you have 9 projects),
E = Exam (you have 3 exams),
PDP = Point Distribution Percent.

$$(P1 + P2 + P3 + P4 + P5 + P6 + P7 + P8 + P9) / 9 * .25 = \text{PDP1 \%}$$

$$(E1 + E2 + E3) / 3 * .75 = \text{PDP2 \%}$$

Final Grade = PDP1 % + PDP2 % + Bonus (Attendance 5%)

SOUTHERN UNIVERSITY AT SHREVEPORT - STUDENT LEARNING OUTCOMES:

The graduates of Southern University at Shreveport should be proficient in:

1. Written and Oral Communication
2. Critical Thinking and Quantitative Reasoning
3. Technological Competency
4. Research and Information Literacy
5. Professional Department

EXPECTED STUDENT LEARNING OUTCOMES (SLOs):

The following are the expected student learned outcomes upon completion of this course:

1. The student will be able to send files and photos via email. (SLO 3)
2. The student will be able to apply Internet technologies to obtain information from various web sites via using search engines. (SLOs 2,3,4)
3. The student will be able to perform simple PC maintenance and update techniques to keep their personal computer performing as best as possible. Student will apply different diagnostics utilities to maintain high performance. (SLOs 2,3,4)
4. The student will be able to apply knowledge gained to develop MS Word documents, Ms Power Point presentations, and MS Excel files for simple projects. (SLOs 1,2,3,5)



COURSE REQUIREMENTS:

Students are expected to: 1) read assigned supplementary material, 2) participate in individual and group projects, 3) be responsible for assigned material contained in textbook as well as material presented in lecture and in labs, 4) participate in all classroom and laboratory sessions.

Lab assignments must be submitted on due dates. Due dates for projects and lab assignments are included in the assignments.

FIRST WEEK OF CLASS:

To receive credit for attendance during the first week of class, you should send an e-mail to your instructor introducing yourself and indicating you agree to abide by the course conditions outlined in the syllabus.

LEARNING COMMUNITIES:

Students learn through interactions with each other, with the instructor, and with auditory, and visual learning materials. To facilitate interactive learning among learners and between learners and faculty, a major goal of this course is to encourage the development of “learning” communities-that is, to help learners and faculty get to know and better understand each other. The instructor will post a brief written autobiography introducing her or himself; this will be available on-line as a part of the first week of class. You are asked to also introduce yourself by posting a brief autobiography on the Discussion Board. In addition, a discussion forum (Cyber Café) has been provided to informally discuss things with other classmates without intervention of the faculty member. The Cyber Café will also be a useful place to find classmates interested in forming the team required in this course. Finally, the Discussion Board will provide a place where you can post questions for the instructor.

DISCUSSION:

The professional work model of today is for persons to work as teams. To prepare for such activities, all learners are asked to self-select a team of two or three classmates for discussions and to complete one discussion question.

At least one discussion question is scheduled for each chapter. In all formal discussions, you are to first carefully read the question, post an answer to the question, then read the responses of your classmates (or team members if it is a team discussion) and post your replies. Learners who participate in discussions are likely to experience a higher level of learning and retention of the information contained in the course. To encourage your active participation in the course, you will receive credit for your contributions to the discussions.

Your discussion grade will be based upon the thoroughness, accuracy, and insightfulness of your responses; your use of correct spelling and grammar and correct sentence and paragraph format (ALWAYS SPELL CHECK your responses); and the number and depth of your responses to other student posts.



Example of a Discussion Question:

Topic: To Tax or Not To Tax

In today's society, more and more people are shopping online because merchandise purchased online is tax free. Because there is more shopping online, different states are losing a lot of money. The merchants who have a physical building are required to collect sales tax and then pay taxes to the state but the online merchants, who do not have a physical location, do not collect sales tax. Should states impose a tax just to help compensate for the sales tax loss or should they just let business go on as is? Explain.

Go to the Discussion Board and if your last name begins with A-L, take the position of for the tax; if your last name begins with M-Z, take the position of not for the tax. Try to convince the group that your way is the best way to handle taxing on Internet shopping. Defend your views by providing research articles that support your viewpoint. Post your response on the Discussion Board, providing the full bibliographic references for your articles. Then read and reply to the posts of classmates who have taken a point of view that differs from the one you have taken.

ASSESSMENTS:

Quizzes. There is a 10-item quiz covering material for each chapter; each question is worth 2 points. Upon completion of the material and activities in each chapter, you should be ready to access and take your online quiz. The items for each quiz are randomly drawn from a large database. You may retake the quiz as many times as you choose without penalty. The goal is to achieve mastery of the course content, with mastery interpreted as approximately 80% or above on the assessments. **If you achieve mastery on a quiz, you will be credited with 100% of the points (10 points)!** Otherwise, points will be assigned according to the achieved success rate. For example, if your success rate on the quiz is 80%, you will be credited with 80% of the points (8 points) available on that quiz. **Each quiz has a time limit of 15 minutes.**

In addition to the quiz assessments, term grades will be based on chapter activities, discussion forum participation, and two team projects.

COLLEGE AND CLASSROOM POLICIES: CLASS ATTENDANCE:

Students are required to attend classes regularly and punctually as a minimum academic obligation. Attendance is recorded the first day after a student registers. Failure to observe this policy may seriously jeopardize a student's academic standing. Tardiness and excused absences should be brought to the attention of the instructor(s) by the student. The following class Attendance policies apply:

- Any student who acquires **SIX (6) UNEXCUSED ABSENTEES** will receive the grade of "F" in the course for the semester.
- A student required to be absent from class because of illness or other unavoidable circumstances should promptly report the reasons to the instructor **IN WRITING**. This is considered to be an EXCUSED ABSENCE.



- All excuses or explanations must be submitted **IN WRITING** to the student's INSTRUCTOR within three school days after the student returns to classes.
- Forms of **WRITTEN EXCUSES** accepted by the *SU College Connect Program* are as follows: 1) Signed doctor's excuses
 - 2) Signed letters/statements from the student's parent or legal guardian with the parent's contact telephone number included in the excuse
 - 3) Signed letters/statements from a student's lawyer or legal representative
 - 4) Signed letters/statements from a judge or court appointee
 - 5) Signed letters/statements from the student's landlord or approved appointee
 - 6) Signed letters/statements from the student's mechanic or approved appointee
 - 7) Other **WRITTEN EXCUSES** as deemed acceptable by the INSTRUCTOR or the Coordinator for the SU College Connect Program on your host campus.
- Excuses for participation in university-sponsored activities will be initiated by the sponsoring unit and approved by either the Coordinator for the SU College Connect Program on your campus OR the Director for the SU College Connect Program.
- Students who wish to be absent from classes for reasons not covered by these regulations **must** apply to either the Coordinator for the SU College Connect Program on your campus OR the Director for the SU College Connect Program for a leave of absence.

NOTE: Financial aid students who receive all F's due to non-attendance or suspension will be considered "unofficial withdrawals" for the semester. If the student does not take a final exam or complete more than 67% of the course load, he/she may owe money to SUSLA and the Title IV federal aid program(s).

TARDY POLICY:

A student is considered tardy if he/she is later than fifteen (15) minutes arriving to class. Three tardies constitute one absence.

INCLEMENT WEATHER POLICY:

In the event of inclement weather, the Chancellor on the HOST campus may cancel classes. Students are advised to listen to the TV or radio for an announcement or check the university website. Absence without an official school closure is treated as an unexcused absence unless there is danger for the student to travel.

STUDENTS CALLED TO ACTIVE DUTY:

Any student called to active military duty that has **completed at least ¾ of the semester and is in good academic standing** within the course or institution has the following options:

- Receive course grades for the current semester for each enrolled course with the grade earned at the date he or she was called into active duty.
- Receive incompletes for all courses **if approved** by instructors.
- Withdraw from all current semester courses.



Steps to follow when leaving the University for Active Military Duty

- Provide a copy of military orders to the Registrar's Office. If one chooses to complete the semester courses via an incomplete and if time permits, please follow the appropriate procedures for course completion. If the professor approves an incomplete grade, the student and professor should complete an Incomplete Grade Form, which is available in the Registrar's Office. The incomplete grade form must be initiated by the instructor, and the reason stated for the incomplete grade(s), as follows: —called to Active Military Duty.
- In the event that the military obligation does not permit adequate time to finalize grades or withdrawal, please contact the Registrar's Office. They will act on the student's behalf to inform the appropriate persons and/or departments of call to active military duty, and assist to finalize grades or withdrawal. Any grading options and planning for course completion, as agreed upon by instructors, will be documented. The student will be asked to advise the Registrar's Office whether he wishes to accept the grading option available.
- If administrative drops or a withdrawal are to be processed, the SU College Connect Coordinator on the HOST campus should initiate them. Reasons for withdrawal/administrative drop should clearly state —called to Active Military Duty.

Departments to contact in the event of call to Active Military Duty.

- Registrar's Office on the SUSLA campus - to communicate military call up, overall assistance, and issues related to VA benefits.
- Coordinator for the SU College Connect Program on your HOST campus OR the Director for the SU College Connect Program - in cases of a military call up. □ Financial Aid Office - if receiving financial aid.

ELECTRONIC DEVICES IN-CLASS POLICY:

The use of cellular phones, pagers, CD players, radios, and similar devices is prohibited in the classroom and laboratory facilities.

*** The use of cell phones and other electronic devices is not permitted during the exam period.

All stored electronics are required to be turned off or set on silent as to not disturb other testers. During testing, if a student's electronic device makes noise, or instructor sees students using it at any time, students may be dismissed, scores can be cancelled, and may face additional consequences.

EXAMINATION, QUIZ, AND LAB ASSIGNMENT POLICY:

Make-up exams will be given by appointment only, providing you have a doctor's excuse or documentation of an emergency. It is the responsibility of the student to complete assignments in a timely manner and to make up missed activities as soon as possible. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled.

ACCESSIBILITY - ADA / 504 COMPLIANCE:

Southern University at Shreveport is in compliance with the regulations of the Americans with Disabilities Act. The Office of Student Affairs, Office of Student Counseling and Career Services coordinate compliance. Anyone with special needs should contact the Office of Students Counseling and Career Services and/or the Office of Human Resources. University Catalog (p. 53)

Southern University at Shreveport does not discriminate on the basis of race, color, national origin gender or disability. Title IX Coordinator: Ms. Linda Hines, Fine Arts Building, room C01, (318)

670-9480; section 504 Coordinator: Mrs. Kaye Washington is located in the Johnny Vance Jr, Student Activity Center, Room 212, (318) 670-9473.

FREQUENTLY ASKED QUESTIONS F OR SOUTHERN UNIVERSITY AT SHREVEPORT LEARNERS:

Refer to the “**Getting Started**” in the first block section of your MOODLE course page for answers to some of the frequently-asked questions.

