



FURMAN
electronic campus

Computer Science 16 Syllabus -- Spring 2007
Furman University Undergraduate Evening Studies

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Office hours for conferences or assistance will be scheduled at a time mutually acceptable to students and the instructor.

Objective

Upon successful completion of this course participants will have developed functional skills with the Windows operating system and current productivity computer applications. Additionally, students completing this course will have a working knowledge of the vocabulary, processes and development of current and evolving technologies in the workplace. Participants will gain hands-on experience with basic multimedia techniques.

Text

Exploring the Digital Domain, 2nd Edition by Abernethy and Allen, Brooks Cole Publishing, 2004.

Note: Supplementary materials for hands-on activities will be provided online.

Other Resources

Participants will need to use a Furman electronic mail account and Web content area and accounts for other specific applications housed at Furman and through Google. Part of the first session will be devoted to completing the appropriate application materials to secure these accounts. There is no cost for these accounts, though application is required by the university for Furman-specific resources.

Class Format

Class sessions will consist of 1) lecture/discussion related to the text, 2) demonstration by the instructor, 3) hands-on practice geared toward familiarization with the Windows operating system and current online resources, 4) hands-on activities and demonstrations in specific applications, and 4) participation in online discussion and collaborations. One or more sessions may meet only informally to allow time to complete hands-on activities.

Requirements

Class Attendance: While class attendance is not a part of the evaluation for this course, attendance at all sessions is strongly encouraged.

Hands-On Activities: Hands-on activities will be completed in preparing, editing and sharing documents and spreadsheets, Web content, presentations, digital images and audio, and participating in online discussions. Significant class time will be made available for the purpose of working on these guided activities. Students may use the public labs at Furman or any other Windows-based computer with the appropriate applications for additional time required to complete assignments. Specific completion objectives will accompany each

activity. Each student will investigate a specific type of application and share findings with the class. **Instructor assistance will be available and cooperative work among participants will be encouraged in the completion of all hands-on activities. All activities will have bonus points available. Participants with adequate points to successfully complete the course may choose to opt out of one activity or exam.**

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Tests: There will be a midterm knowledge test based upon the text and hands-on activities from the first half of the term. Items from the text will be taken from materials posted online. The final test will be comprised of a knowledge test for the second half of the term to be completed during the scheduled final examination time.

Grading

Activities

Participation in collaborative discussions - 15%

Document and Spreadsheet activities – 20%

Multimedia content activity – 15%

Class presentation related to a specific technology – 20%

Tests

Mid-Term Knowledge Test 15%

Final Knowledge Test 15%

Students with Disabilities: If a student with a disability desires an accommodation, it is the student's responsibility to identify himself or herself as having a disability and to make a formal request for appropriate accommodations. The Disabilities Services Director at Furman is Donna Taylor at extension 2322.

Academic Dishonesty: Academic dishonesty in any form is a fundamental offense against the integrity of the entire academic community and is always a threat to the standards of the college and to the standing of every student. In taking tests examinations, doing homework, laboratory work, and writing papers, students are expected to perform with honor.

One of the most common forms of academic dishonesty is plagiarism. Plagiarism is the use of another's words and ideas as if they were one's own. To avoid plagiarism, students should acknowledge their sources, using whatever documentation is appropriate to the discipline in which their work is being done.