

Introduction to Computer Education

Course Syllabus

Online

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	Online Office Hours: Wednesdays: 7:00 pm-8:00 pm	

Required Texts

Beekman and Beekman, *Tomorrow's Technology and You*, Ninth edition, Prentice Hall

PRE-REQUISITE: None

Course Description

This is an online 3 semester credit hour course. A computer literacy course designed to familiarize the learner with a variety of computer tools and Computer concepts with emphasis on utilizing packaged programs. This course provides an introduction to the use of computers, common software programs and peripherals. Students are instructed in the use of a word processor, drawing program, spreadsheet, database, presentation tools, internet applications, and statistical package in scientific applications.

Course Objectives

On successful completion of this course, the student can:

- Clearly explain what a computer is and demonstrate knowledge regarding the usage, operation and application of personal computers
- Access the information on the World Wide Web and search engines
- Demonstrate knowledge on the use of word processing, spreadsheets, presentation software

Course Goals

- To familiarize students with the basics of computers including hardware and software applications
- To develop student's skills in the use of Microsoft Office applications
- To familiarize students with the basics of information technology and computer networks
- To familiarize students with online learning environment; promote online participation and collaboration

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, error, 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.

ADA STATEMENT

Students with disabilities, who believe they may need an academic adjustment in this class, are encouraged to contact the Disabled Student Services office at (310-243-2028) as soon as possible to better ensure receipt of timely adjustments. Once you receive a letter from the office for Disability Service, kindly make an appointment to discuss appropriate academic adjustments for this class.

ACADEMIC INTEGRITY

Academic integrity is of central importance in this and every other course at CSUDH. You are obliged to consult the appropriate sections of the University Catalog and obey all rules and regulations imposed by the University relevant to its lawful missions, processes, and functions. All work turned in by a student for a grade must be the students' own work. Plagiarism and cheating (e.g. stealing or copying the work of others and turning it in as your own) will not be tolerated, and will be dealt with according to University policy. The consequences for being caught plagiarizing or cheating range from a minimum of a zero grade for the work you plagiarized or cheated on, to being dropped from the course.

Course Policies

Each student is expected to conduct himself/herself in a professional manner during the class - whether face-to-face or online - taking full advantage of the learning opportunities available. This includes participating in weekly online discussions and assignments, adhering to proper Netiquette. Netiquette refers to a set of behaviors that are appropriate for online activity-- especially with e-mail and threaded-discussions. The core rules of Netiquette can be found at <http://www.albion.com/netiquette/corerules.html>. Please read through these Netiquette rules to ensure that you are familiar with what will be the expected online behavior for this course.

This online course uses Blackboard as the online teaching media. Reading instructions and homework will be assigned, and all problems will be graded. Please note that online participation is automatically tracked by the Blackboard software that will be used in this course. It is expected that each student will access the course website a minimum of twice per week. It is also expected that each student will participate in all online sessions. Failure to do so will result in a student's grade being lowered. Of special note, because of the intensive nature of online learning; students should expect to allocate at least 6-10 hours per week for this course.

Your participating in discussions comprises **25% (10 forums x 5 points)** of your grade in this course. Therefore, it is essential that you read and clearly understand the grading rubric used to assess your contributions to the online discussions.

You are required to participate fully and actively in each of the 10 discussion board forums. By participating in each online discussion by the due date posted, you demonstrate your ability to critically analyze, evaluate, and synthesize the information you acquired from the texts, your instructor’s commentaries, recommended websites, and the multiple perspectives of your peers. Your active engagement in the discussion boards creates an online learning community. Research indicates that when a community of learners develops in an online course, students derive greater satisfaction from their learning because participation fosters the co-construction of knowledge. **Research reveals that you learn as much from peer-to-peer interactions as you do from instructor-to-student interactions.**

You are required to post at least one robust response pertaining to the discussion board course topic. You are also required to post at least two robust responses to other student’s posting for each of the discussion boards. You must post your responses no later than 12 midnight on the due dates indicated in the discussion board instructions (will be posted in the topic area of the discussion board) to receive credit for participation. While two responses per week of discussion are absolutely mandatory, you should not feel restricted by this minimum requirement.

Discussion Forum Rubric

CRITERIA	EXCELLENT	GOOD	AVERAGE	POOR
Content	Entries are accurate, substantive, and demonstrate original thought. Statements make practical academic or real life applications (when appropriate).	Entries are accurate, of some substance. And make practical academic or real life applications (when appropriate).	Entries may contain an error or less substance and may not be applicable to academics.	Entries not substantive, contain errors and not applicable to academics.
Responsiveness to discussion and demonstration of knowledge and understanding gained from assigned reading.	Very clear that other students’ postings have been appropriately interpreted and that readings were understood and incorporated well into responses.	Other student’s postings and readings were understood and incorporated into responses.	Postings have questionable relationship to reading or course material	Not evident that other students’ postings and readings were understood or not incorporated into discussion
Adherence to online protocols	All online protocols	1 online protocol	2 or 3 online protocols not	4 or more online protocols not

(see list below)	were followed.	not adhered to	adhered to	adhered to
POINTS	5	4	3	2 OR LESS

PROTOCOLS FOR POSTING THREAD AND CONTRIBUTING TO AN ONLINE DISCUSSION ARE AS FOLLOWS:

Postings should be made on time. LATE POSTING WILL RECEIVE A MAXIMUM OF 2 POINTS.

Avoid postings that are limited to 'I agree' or 'great idea', etc. if you agree (or disagree with a posting then explain why you agree by supporting your statement with concepts from the readings or by offering related examples or experiences.

Address the questions as much as possible – remained focused.

HOMEWORK/ASSIGNMENTS:

There will be 3 homework assignments and all assignments will be online. All homework must be submitted online. No hardcopy submission will be accepted.

All assignments must be submitted before the midnight of the due date. Late assignments will not be accepted.

TEST/MISSED TEST:

There will be two midterm exams, and one final exam (**Final exam will be administered on site and proctored**). All tests will be online. Each test must be submitted in the specified test date/time. **No makeup or early exams will be administered.**

Grading:

Grade Distribution	
2 Midterm Exam	30%
Final Exam	30%
3 Assignments	15%
10 Discussion and participation	25%
Total	100%

Grading Scale:

Grading Scale	
100%–90%	A
89%–80%	B
79%–70%	C
69%–60%	D
59%–0%	F

Student Preparation for the Class

- Read the text chapters assigned per schedule.
- Review objectives from the chapters.
- Make note of any questions you may have to pose during class or via email.
- Visit the companion Web site to complete Web research, complete online study guide quizzes, and review other material.
- Browse the online PowerPoint presentations for class.
- Read the weekly announcements.

Course Schedule

Week	Covered this week		Assignment	Assignments Due	Exams
1 08/20/16- 08/26/16	Unit 1	<ul style="list-style-type: none"> • Introduction • Syllabus • Chapter 1—Our Digital Planet 	<ul style="list-style-type: none"> • Read Chapter 1 • Upload your profile with picture in Blog Forum • Introduce yourself to the class 	Upload Profile & Introduction Due 08/26/16	
2 08/27/16- 09/02/16	Unit 1	<ul style="list-style-type: none"> • Chapter 2—Hardware Basics Inside the Box 	<ul style="list-style-type: none"> • Read Chapter 2 • Participate in discussion Forum No. 1 	See Discussion Forum Area	
3 09/03/16- 09/09/16	Unit 1	<ul style="list-style-type: none"> • Chapter 3—Hardware Basics Peripherals 	<ul style="list-style-type: none"> • Read Chapter 3 • Participate in Discussion Forum No.2 	See Discussion Forum Area	
4 09/10/16- 09/16/16	Unit 2	<ul style="list-style-type: none"> • Chapter 4—Software Basics The Ghost in the Machine 	<ul style="list-style-type: none"> • Read Chapter 4 • Participate in Discussion Forum No. 3 	See Discussion Forum Area	
5 09/17/16- 09/23/16	Unit 2	<ul style="list-style-type: none"> • Chapter 5—Productivity Applications 	<ul style="list-style-type: none"> • Read Chapter 5 		
6 09/24/16- 09/30/16	Unit 2	<ul style="list-style-type: none"> • Chapter 6—Graphics, Digital Media, and Multimedia • Microsoft PowerPoint 	<ul style="list-style-type: none"> • Read Chapter 6 		Midterm No. 1 09/29/16
7 10/01/16- 10/07/16	Unit 2	<ul style="list-style-type: none"> • Chapter 7—Database Applications and Privacy Implications 	<ul style="list-style-type: none"> • Read Chapter 7 • Participate in Discussion Forum No. 4 	<ul style="list-style-type: none"> • See Discussion Forum Area 	
8 10/08/16- 10/14/16	Unit 3	<ul style="list-style-type: none"> • Chapter 8—Networking and Digital Communication 	<ul style="list-style-type: none"> • Read Chapter 8 • Participate in Discussion Forum No. 5 	<ul style="list-style-type: none"> • See Discussion Forum Area 	
9 10/15/16- 10/21/16	Unit 3	<ul style="list-style-type: none"> • Chapter 9—The Evolving Internet 	<ul style="list-style-type: none"> • Read Chapter 9 • Participate in Discussion Forum No. 6 	<ul style="list-style-type: none"> • See Discussion Forum Area • Microsoft PowerPoint Assignment Due 10/20/16 	
10 10/22/16- 10/28/16	Unit 3	<ul style="list-style-type: none"> • Chapter 10—Computer Security and Risks 	<ul style="list-style-type: none"> • Read Chapter 10 • Participate in Discussion Forum No. 7 	<ul style="list-style-type: none"> • See Discussion Forum Area 	
11 10/29/16- 11/04/16	Unit 4	Chapter 11	Read Chapter 11	<ul style="list-style-type: none"> • Blog Assignment Due 11/03/2016 	

12 11/05/16- 11/11/16	Unit 5	<ul style="list-style-type: none"> Chapter 12—Information Systems in Business 	<ul style="list-style-type: none"> Read Chapter 12 Participate in Discussion Forum No. 8 		Midterm No. 2 11/10/2016
13 11/12/16- 11/18/16	Unit 5	<ul style="list-style-type: none"> Chapter 13—E-Commerce and E-Business The Evolving Internet Economy 	<ul style="list-style-type: none"> Read Chapter 13 Participate in Discussion Forum No. 9 		
14 11/19/16- 11/25/16	Unit 5	<ul style="list-style-type: none"> Chapter 14—Systems Design and Development 	<ul style="list-style-type: none"> Read Chapter 14 	Microsoft Word Assignment Due 11/24/2016	
15 11/26/16- 12/02/16	Unit 5	<ul style="list-style-type: none"> Chapter 15—Is Artificial Intelligence Real? 	<ul style="list-style-type: none"> Read Chapter 15 Participate in Discussion Forum No. 10 	See Discussion Forum Area	
16 12/03/16- 12/09/16		Final Exam Week		Final Exam TBA (On Site)	