

CASPER COLLEGE COURSE SYLLABUS  
**CMAP 1505: Introduction to Computers**

Semester/Year: Fall, 2015		
Lecture Hours: .5	Lab Hours: 1	Credit Hours: 1
Class Time: Flex Lab	Days: M-F. Saturdays as posted	Room: BU 404
Instructor's Name: Roberta Marvel, Ed. D.		
Instructor's Contact Information:	Office Phone: 268-2523 Office Location: BU 404C	Email: rmarvel@caspercollege.edu
Office Hours: Flex Lab Hours or by appointment		

**Course Description:** This course is designed as an introductory course for students new to the computer realm. It is a general overview of pertinent aspects computer users need to know. Topics include different types of computers and the features that make them unique, computer networking, computer hardware and peripheral devices, an overview of operating systems and the tasks they provide, an introduction to computer software applications, the role of privacy and security in the digital environment, how to use the World Wide Web by navigating and searching the Web, concepts related to ecommerce and consumer safety, and exposure to the social aspect of the Web.

**Goal:** To give students an in-depth understanding of the need for computer literacy as 21<sup>st</sup> century tool for business and society by learning the fundamentals of computer terminology, processes, ethics and security issues along with an introduction to software and the Internet.

**Objectives and Outcomes:** Successful completion of this course will enable students to:

- describe the five components of a computer and differentiate between system software and application software
- distinguish between types, sizes, and functions of computers in various categories
- recognize and understand fundamental terminology relevant to computers or computing processes
- identify and describe various Internet connections and types of Internet access providers
- explain the purpose of a Web browser and be able to demonstrate appropriate use of the Internet for information seeking purposes
- identify key features of widely used software programs and identify how the operating system and utility programs work with application software
- identify various components of a systems unit and explain their purpose
- identify a wide variety of input devices and describe their uses
- describe the types of output and devices associate with each type
- differentiate between storage devices and storage media and describe their distinguishing features
- describe the functions of an operating system and summarize the startup process on a computer
- explain the purpose of a variety of utility programs associated with the operating system

- recognize different types of networks and describe a variety of network communications standards
- discuss techniques to prevent unauthorized computer access and use
- explain issues surrounding information privacy, information accuracy, and intellectual property rights
- demonstrate basic skills of sending and receiving electronic mail
- describe a social networking site and the functionality it provides
- explain the concepts of social bookmarking, blogging, and wikis
- discuss how media sharing is used

**Casper College General Education Outcomes:** As graduates of Casper College, students will be able to:

1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data

**Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.**

**Methodology:** This course is self-directed which means, students work at their own pace with an instructor present to provide guidance and answer questions. Students will attend a mandatory orientation session to receive class material and directions for successful completion of the course. Students are expected to make continual progress toward the completion of the course so that the course will be completed in a timely manner before the end of the semester. Extra laboratory work may be required.

**Evaluation Criteria:** Grades will be computed on a point scale. Points will be totaled at the end of the class and a percentage grade computed. In addition to periodic exams, you will be expected to complete a comprehensive final exam. Your final grade will be comprised of the following:

- 35% Homework assignments
- 30% Exams
- 25% Final Exam
- 10% Subjective Factor\*

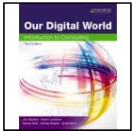
\*An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.

Grades will be recorded in Moodle for your review but are calculated using an alternative software program to allow for the above categories and their associated weights. You will receive a midterm and

final grade for the course. Keep in mind the grades you see in Moodle do not reflect the subjective factor of your grade. The grading scale is as follows:

A .....	90-100%
B .....	80-89%
C .....	70-79%
D .....	60-69%
F .....	0-59%

**Required Text, Readings, and Materials:**



- *Our Digital World: Introduction to Computing 3<sup>rd</sup> edition*, Gordon, Lankisch, Muir, Seguin, and Verno, Paradigm Education Solutions, 2015, ISBN 978-0-76386-302-9.
- Headphones
- Snap 2013 Access Code

**Class Policies:** As a student you are expected to attend all classes for which you are registered and will be accountable for all class work during an absence. Excessive absences or tardiness may result in a lowered grade or dismissal from the course. In addition, you are expected to complete all reading assignments, complete all homework assignments/projects and take all scheduled exams. Reading assignments should be completed at home before attempting to work on your assignments in the Flex Lab. Assignments must be completed and submitted in the order listed on the syllabus.

When you are in this classroom, you need to be working on classroom activities only. All Web/Internet browsing will be specific to the course needs. All computer activity in this room is monitored. By taking this course, students agree to have their activity monitored while working in BU 404. This includes browsing the Web.

**STUDENTS ARE EXPECTED TO TURN OFF CELL PHONES OR SET THEM TO VIBRATE DURING CLASS TIME.** If you need to take a call, you must leave the classroom to do so. Students not abiding by these rules will be asked to leave the classroom.

An important objective of this class is to maximize each student's opportunity to learn by working quietly. You are asked to show respect, be courteous and considerate of each other at all times. Disrespectful or disruptive behaviors will not be tolerated. USE OF INAPPROPRIATE BEHAVIOR OR LANGUAGE CAN RESULT IN DISMISSAL FROM CLASS.

This is a self-directed course. It is up to the students to manage their time appropriately. **It is not acceptable to turn in all of your work at once. Any attempt to do so will result in an F for the course.** Students must work steadily on the course assignments; if no progress has been recorded for any two-three week period, the instructor has the option to DROP THE STUDENT FROM THE COURSE.

All course work is due before but no later than the final day of classes (December 11, 2015) **DEPENDING ON YOUR START DATE.**

**Last Date to Change to Audit Status or to Withdraw with a W Grade: November 12, 2015.**

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

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### **Note about Assignments:**

You will use Snap 2013 to access the online companion website for this text. The first time you enter this website; you will need to **Sign Up** as a user and enroll in the course created by your instructor. The enrollment key for this course is initiate-plants. This is a case sensitive password and you must type it in exactly as it is presented to you. You will also need to enter and the SNAP 2013 Training and Assessment Activation code which should have been bundled with your textbook. Once you enter the codes you can go ahead and set up your user information. The next time you use the website you were merely need to login using the login information you created when you signed up.

The assignments are listed in Snap for each chapter. These are not difficult assignments but you will need to spend the time to get through the work. Because this is web-based, you are allowed to work outside of the Flex Lab on this course. **HOWEVER, you are expected to come to the Flex Lab a minimum of 3-4 hours per week until the class is completed.**

***Instructor reserves the right to change any aspect of the course.***

**Flex Lab Hours, Fall 2015**  
MW: 9:00 am – 3:00 pm, 5:30 pm – 8:00 pm  
TTH: 9:00 am—4:00 pm  
Fridays: 9:00-3:00 pm  
Saturdays 9:00-Noon except Holiday Weekends

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