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| **Course Title:** Digital Communication | | | | | | | | | | | | | | | | | | |
| **Course Prefix:** | | | | COMP | | | | | | | **Course No.:** | | 1003 | | | **Section No.: P01** | |  |
|  | | | | | | | | | | | | | | | | | | |
| **Department of** | | | | | | | | Computer Science | | | | | | **College of** | | | Roy G. Perry College of Engineering | |
|  | | | | | | | | | | | | | | | | | | |
| **Instructor Name:** | | | | | | | | TBA | | | | | | | | | | |
| **Office Location:** | | | | | | | | *S R. Collins Engr.Tech Bldg Room 111* | | | | | | | | | | |
| **Office Phone:** | | | | | | | | TBA | | | | | | | | | | |
| **Fax:** | | | | | | | | 936-261-9866 | | | | | | | | | | |
| **Email Address:** | | | | | | | |  | | | | | | | | | | |
| **U.S. Postal Service Address:** | | | | | | | | | | | | Prairie View A&M University | | | | | | |
|  | | | | | | | | | | | | P.O. Box | | | 519 | | | |
|  | | | | | | | | | | | | Mail Stop | | | **2515** | | | |
|  | | | | | | | | | | | | Prairie View, TX 77446 | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Office Hours:** | | | **TBA** | | | | | | | | | | | | | | | |
| **Virtual Office Hours:** | | | | | | |  | | | | | | | | | | | |
| **Course Location:** | | | | | | **Sam R. Collins Engr. Tech. Bldg.** | | | | | | | | | | | | |
| **Class Meeting Days & Times:** | | | | | | | | |  | | | | | | | | | |
| **Catalog Description:** | | | | | | | COMP 1003 – Digital Communication. (3-0) Credit 3 semester hours. Efficient communication in the digital world, including multimedia editing, web page/site design, publishing on the Internet, and cloud computing. Social and ethical responsibility of using social media, surfing the Internet, and information security. Fundamentals of Excel spreadsheets and MS Access to gather pertinent information, analyze, evaluate, interpret, display data, and draw conclusions. Team projects using Sharepoint and group presentation. | | | | | | | | | | | |
| **Prerequisites** | | | | | None | | | | | | | | | | | | | |
| **Co-requisites:** | | | | | None | | | | | | | | | | | | | |
| **Recommended Text/Readings:** | | | | | | | | | | 1. Build Your Own Web Site The Right Way Using HTML & CSS, 2nd Edition by Ian Lloyd.  ISBN-10: 0980455278. 2. *Microsoft Office 2010: Introductory,1st Edition*  Gary B. Shelly / Misty E. Vermaat  Publisher: Course Technology 2010  ISBN - 13: 978-1-4390-7838-9  ISBN – 10: 1-4390-7838-6  3. Adobe Dreamweaver: Comprehensive Edition 1  Shelly, Gray  ISBN 9780538473941  4. Adobe Photoshop CS6: Introductory, 1st Edition  ISBN-10: 1133525911  ISBN-13: 9781133525912  6. Access <http://helpx.adobe.com/support/> to get Adobe help and support on  Photoshop, Dreamweaver, and Adobe Premier Pro.  7. Discovering Computers & *Microsoft Office 2010: Introductory,1st Edition*  Gary B. Shelly / Misty E. Vermaat  Publisher: Course Technology 2010  ISBN - 13: 978-0-538-47393-4  ISBN – 10: 0-538-47393-2 | | | | | | | | |
| **Access to Learning Resources:** | | | | | | | | | | PVAMU Library:  phone: (936) 261-1500;  web: <http://www.pvamu.edu/library>  University Bookstore:  phone: (936) 261-1990;  web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>  Office of Distance Learning: [dlearning@pvamu.edu](mailto:dlearning@pvamu.edu)  Web Sites: Listed per Assignment | | | | | | | | |
| **Course Goals or Overview:** | | | | | | | | | | | | | | | | | | |
|  | The goal of this course is   * To analyze and interpret data, and draw warranted conclusion using Excel and Access. * To familiarize students with graphics and video editing software, and web design * To provide insight of the social and ethical impacts of information. * To enable students to work in a team project and presentation. | | | | | | | | | | | | | | | | | |
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| **Course Outcomes/Objectives** | | | | | | | | | | | | | | | | | | |
| Course Outcomes:  At the end of the course, each student will be able to | | | | | | | | | | | | | | | | | | |
|  | | Rubric a)Critical Thinking **---** use the latest techniques, skills, and tools necessary for computing practice and basic data processing. This rubric will be measured through student’s homework assignments and examinations in two aspects, “problem-solving” and “explanation of issues” in the scale of 0-to-4 (refer to the attached Rubric Measurement Table). | | | | | | | | | | | | | | | | |
|  | | Rubric b) Communication --- use social media and popular computer software tools to interpret and present information effectively and clearly. This rubric will be measured through student’s homework assignments, classroom presentations, and examinations in two aspects, “Control of language” and “Format / Delivery” in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).  Rubric c) Social Responsibility --- understand the critical social responsibility and use the knowledge gained from this course to guide his/her daily activities . This rubric will be measured through homework assignments, classroom discussion, and examinations in four aspects, “Discipline knowledge,” “Social knowledge analysis,” “Social engagement / Curiosity,” and “Attitudes” in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).  Rubric d) Team work --- collaborate effectively with team members to complete assigned tasks. This rubric will be measured through students’ project assignments, classroom presentations and discussion in two aspects, “Individual contributions” and “Constructive climate and conflict resolution” in the scale of 0-to-4 (refer to the attached Rubric Measurement Table). | | | | | | | | | | | | | | | | |

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| Course Core Objectives:   * Critical thinking: creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. * Communication: effective development, interpretation and expression of ideas through written, oral and visual communication. * Social responsibility: intercultural competency, knowledge of civic responsibility, and ability to engage effectively in regional, national, and global communities. * Teamwork: ability to connect choices, actions, and consequences to ethical decision-making.   Outcome Evaluation Method: each individual assignment will be weighted and aligned accordingly to the four core objectives/outcomes and evaluated at grading. For instance, a question may carry 25% weight of outcome one, 50% of outcome two, 10% of outcome three, and 15% of outcome four, and a student scores 80 points of this question, then quantitatively this student receives 20 points for outcome one, 40 points for outcome two, 8 points for outcome three, and 12 points for outcome four. The final outcome for a student will be calculated comprehensively based on this student’s entire semester performance.   |  |  |  |  | | --- | --- | --- | --- | | ***COMP 1003 – INTRODUCTION TO COMPUTER APPLICATIONS*** | | | | | ***WEEK DATE/DAY*** | ***TOPIC*** | ***ASSIGNMENTS*** | ***DUE DATE*** | | Week 1 | **INTRODUCTION TO COMPUTERS**   * What is a Computer * The Components of a Computer * Computer Software * Memory and Storage |  |  | | Week 2 | **COMPUTER ETHICS**   * Professional and Ethical Responsibilities * Risks and liabilities of computer based systems * Computer Crime * Economic issues in computing |  |  | | Week 3 | **WINDOWS 8 OPERATING SYSTEM**   * Introduction to Windows 7 * Organizing Files and Folders * Managing Folders and Files |  |  | | Week 4 | **CLOUD COMPUTING**   * What is Cloud Computing * History and Status of Cloud Computing * Cloud Computing Providers |  |  | | Week 5, 6 | **MICROSOFT OFFICE 2010**   * Microsoft Office Word * Microsoft Office Power Point * Microsoft Office Excel * Microsoft Office Access |  |  | | Week 7, 8, 9 | **INTERNET AND INFORMATION SECURITY**   * History of the Internet * The Parts of the Internet * Introduction to the World Wide Web * Introduction to Information Security * Legal and Ethical Issues of Information Security   **GRAPHICS EDITING**   * Introduction to Adobe Photoshop * Exploring the Photoshop Environment * Working with Image Areas * Working with Layers * Enhancing Images * Saving Images for Web and Print |  |  | | Week 10, 11 | **VIDEO AND AUDIO EDITING**   * Basic workflow in Adobe Premiere Pro: import, edit and export * Building blocks of editing to create a simple movie * Introduction to different editing techniques * Adding titles, video transition, audio background * Saving movies for the web |  |  | | Week 12, 13, 14, 15 | **WEB PAGE DESIGN**   * Getting started with HTML and Web Page * Adding and modifying text * Adding images and video * Adding links * Introduction to Dream Weaver |  |  | |
| **Grading Matrix**   |  |  |  | | --- | --- | --- | | INSTRUMENTS | COUNT | % | | Research Papers (including one on ethics and social responsibility) |  | 15% | | Assignments | 10 assignments (# optional) | 10% | | Quizzes |  | 10% | | Forum/ Class Participation | 2 discussions | 10% | | Team Project: reports, implementation, presentation, and collaboration | 3 reports; 1 pp handout; | 25% | | Final Examination |  | 30% | | TOTAL |  | 100% |   ***GRADING SYSTEM*** |
| |  |  |  |  | | --- | --- | --- | --- | | Grade | Meaning | Score Range | Grade Values | | A | Excellent | 90 – 100 | 4 | | B | Good | 80 – 89 | 3 | | C | Satisfactory | 70 – 79 | 2 | | D | Passing | 60 – 69 | 1 | | F | Failing | 0 – 59 | 0 | | S | Satisfactory | 70 – 100 | 0 | | U | Unsatisfactory | 0 – 69 | 0 | | I | Incomplete |  | 0 | | W | Withdrawal from a course |  | 0 | | WV | Withdrawal from the University  Voluntarily |  | 0 | | MW | Military Withdrawal |  | 0 |               The grading System is located in the University’s undergraduate catalog, 2005-2007, p. 104. |
| **TEACHING METHODS:**  **1. Lectures:** This course uses the lecture format. PowerPoint slides, web sites, handouts and Videos will be used to present the material from the textbook and the current events related to the *Lecture Topic*. Also, website (s) will be listed to cover current events related to the *Lecture Topic*.  It is essential that all reading assignments are completed.  **2. Assignments/Project:**  Assignments, aligned with the core objectives in critical thinking and social responsibility, will be given to reinforce the materials presented in the lecture. Students are expected to work on a Sharepoint-based team project. Each team will be required to submit three reports (design report, implementation report, and final report) and PowerPoint presentation handout. Each team will need to do the final project presentation and demonstration in front of the class at the end of the semester. The project will be graded accordingly based on the quality of reports, implementation, presentation, and how the team members collaborate with each other using Sharepoint software environment.  **Evaluation Method**: see related part on page 1. The outcome weights for the project may be: 20% CT, 30% Communication, 10% SR, and 40% TW.    **3.** **Test/Quizzes:**The material that does not appear in the textbook will be presented in the PowerPoint Presentations. All test/Quizzes/Final Examination will be posted through e-course and submitted through e-course. The practice test will not be submitted for a grade. Students are encouraged to complete each practice test before taking the Quiz for that topic.    *REMEMBER quizzes*will come with a due date and a cut-off time submission.    **4.** **Examination Policy:** The *Final Examination* will be given according to the University Examination  Schedule. (see University Final Examination Schedule attached)  The *Final Examination* will be administered through e-Course.  **5.** **Makeup Policy:** Exams should be taken as scheduled. No makeup examinations will be allowed except  under documented emergencies (See Student Handbook). Contact your instructor as soon as possible.  **6. Hands on training:** Provides real life applications that make it easier to understand what is being taught because the students learning can see it first-hand rather than just hear about it in a lecture. |
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| ***SOFTWARE:*** Microsoft Office 2010  ***WEBSITES:*** Listed per assignment    ***REQUIRED MATERIALS:***  1) Access to e-Course (http://ecourses.pvamu.edu)  2) USB: 256MB or 512 MB (Recommended)  3) Binder (Hold all documents generated pertaining to this course.)  Organize all documents according to Chapters.  4) Cloud Storage: [http://explore.live.com/windows-live-skydrive](https://webmail.pvamu.edu/owa/redir.aspx?C=6fac894f62af4c7592fcca36368b4f04&URL=http%3a%2f%2fexplore.live.com%2fwindows-live-skydrive) or dropbox  **Professional Organizations and Journals** |
| * *Association of Computing Machinery* ***(ACM)*** * *Upsilon Pi Epsilon* ***(UPE)*** * *The Society of Women Engineers* ***(SWE)*** |
| |  | | --- | | **References:** |   ***Succeeding*** *with* ***Technology***  *Computer concepts for your life:**by Baldauf, Stair,*  ISBN*-13:978-0-538-74578-9;* ISBN- 10:0-538-74578-9  Publisher: Course Technology  *Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition*  Gary B. Shelly / Thomas Cashman / Misty E. Vermaat  Publisher: Course Technology 2007  ISBN 978-0-324-82684-5  (The Books listed above are on Reserve (John b. Colman Library) |

**University Rules and Procedures**

**Disability statement (See Student Handbook):**

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

**Academic misconduct (See Student Handbook):**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

**Forms of academic dishonesty:**

* Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
* Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
* Fabrication: use of invented information or falsified research.
* Plagiarism: unacknowledged quotation and/or paraphrase of someone else’s words, ideas, or data as one’s own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one’s own work also constitutes plagiarism.

**Nonacademic misconduct (See Student Handbook)**

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise.

Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

**Sexual misconduct (See Student Handbook):**

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

**Attendance Policy:**

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class.

**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, errors, 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.

***TECHNICAL CONSIDERATIONS***

***Minimum* Recommended Hardware and Software:**

* Pentium with Windows XP or PowerMac with OS 10
* High speed modem (cable modem) or Broadband network access
* Internet provider with SLIP or PPP
* 16X CD-ROM; 500 MB RAM; Hard drive with 40MB available space
* 15” monitor, 800x600, color or 16 bit; Sound card w/speakers
* Microphone and recording software; Keyboard & mouse
* Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 6.0 or Firefox 3.0
* Google Chrome is NOT recommended for use with eCourses

Note: Be sure to enable Java & pop-ups

**Participants should have a basic proficiency of the following computer skills:**

* Sending and receiving email
* A working knowledge of the Internet
* Proficiency in Microsoft Word (or a program convertible to Word)
* Proficiency in the Acrobat PDF Reader
* Basic knowledge of Windows or Mac O.S.

***Netiquette* (online etiquette):**

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

***Technical Support*:**

Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The Helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

***Communication Expectations and Standards*:**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

***Discussion Requirement:***

Because this is an online course, there will be no required face-to-face meetings on campus.  However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion.  We will accomplish this by use of the discussion board. The exact use of discussion will be determined by the instructor.

**It is strongly suggested** that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board.

This is important for two reasons:  1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications.  Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the forum board.