Course Prefix:	COMP	**Course No.:**	1003	**Section No.:**	PB4

Department of	Computer Science	**College of**	Roy G. Perry College of Engineering

Instructor Name: *Mary Heejin Kim*
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P.O. Box   519
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Prairie View, TX 77446

Office Hours: <mark>M-Th 11:00 pm – 1:00 pm</mark>
Virtual Office Hours:

Course Location: *S. R. Collins Engr. Tech. Bldg. Room #226*
<mark>**Class Meeting Days & Times:**</mark>   <mark>MTWTh 8:00 am - 10:40 am</mark>
Catalog Description: **COMP 1003 – PB4. Digital Communication.**
(3-0) Credit 3 semester hours.
Emphasis on Word, PowerPoint, Excel and Access. Learn how to analyze, display, and present data using computer applications. Expose students to various methods and tools in digital world such as MS office, cloud computing and web design as well as social and ethical responsibility. Team project using PowerPoint and research report about Ethics in computing.

Prerequisites: None
Co-requisites: None

Required Text: ***Microsoft Office 2013:*** *Introductory, Enhanced Edition*
Misty E. Vermaat
Publisher: Cengage Learning
ISBN - 13: 978-1-305-40898-2
ISBN - 10: 1-305-40898-5

Recommended Text/Readings: ***Ethics for the Information Age, 7th edition***
Michael J. Quinn
Publisher: *Pearson*
ISBN-13: *978-0-13-429654-8*

Access to Learning Resources: PVAMU Library:
     phone: (936) 261-1500;
     web: http://www.tamu.edu/pvamu/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
Web Sites: Listed per Assignment

Course Goals or Overview:
The goal of this course is to…

To familiarize students with the fundamentals of computers, and utilizing hardware and application software.

> **T**o develop student's skills in using electronic mail, web pages and other information tools.
>
> **T**o enable students to develop skills for using word processing, spreadsheets, Power point presentation and Database system.

Course Outcomes/Objectives

At the end of this course, the student will demonstrate…

1   An ability to use current techniques, skills, and tools necessary for computing practice.
2   Knowledge and application of computing.

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

   Quizzes/ Exams – written tests designed to measure the knowledge of presented course material
   Assignments/Report - designed to measure the ability to apply presented course material
   Project/Discussion – participation in classroom /online discussions and team work to complete a given task

Grading Matrix

INSTRUMENTS	COUNT	%
Quizzes	4 quizzes (# optional)	20%
Assignments	9 assignments (# optional)	30%
Research paper (social/ethics)	1 report	12%
Attendance		3%
Group Project	Team Presentation	15%
Final Examination		20%
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.

Course Procedures

Formatting Documents:
Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

TEACHING METHODS

1. Lectures: This course uses the lecture format. PowerPoint slides, web sites and videos will be used to present the material from the textbook and the current events related to the *Lecture Topic*.
It is essential that reading assignments are completed before the *Lecture Topic* date.

2. Submission of Assignments (e-Course):

All assignments, assessments, quizzes, test and Final Examination, will be posted through **e**-Course, and submitted through **e** -Course. Instruction for accessing your online materials is posted in the ***E-Course (Moodle)*** on the Homepage. Additional assistance may be obtained from the ***Office of Distance Learning***.

REMEMBER all assignments will come with a due date and a cut-off date and time for submission. **No makeup assignments will be allowed except, under documented emergencies** (See Student Handbook).
Contact your instructor as soon as possible.

3. Test/Quizzes: The material that does not appear in the textbook will be presented in the Current Lecture Topic. All test/Quizzes will be posted through e-course and submitted through e-course. The practice test will not be submitted for a grade.

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. Electronic Devices: Cell phones, pagers, CD players, radios, and similar devices are prohibited in the classroom during lectures, Test and Final Examination.

7. Laboratory Etiquette: All students are required to adhere to the Department of Computer Science Professional Lab Etiquette. (Professional Lab Etiquette are posted in all Labs)

8. Laboratory Assistant: Laboratory Assistants are available in S.R. Collins Building room 203 (help desk) and room 211 (System Analyst). Inform your instructor if you experience a hardware or software problem.

SOFTWARE: Microsoft Office 2013
WEBSITES: Listed per assignment

REQUIRED MATERIALS:

1) Textbook: **Microsoft Office 2013:** *Introductory, Enhance Edition*
2) Access to e-Course (http://ecourses.pvamu.edu)
3) USB: 8 GB or 16 GB (Recommended)
4) Binder (Hold all documents generated pertaining to this course.) Organize all documents according to Chapters.

Professional Organizations and Journals
- *Association of Computing Machinery* **(ACM)**
- *Upsilon Pi Epsilon* **(UPE)**
- *Society of Women's Engineers* **(SWE)**

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:
1. 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.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. 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.

Summer 2nd Second 5 Weeks Tentative Schedule

	Date	Lesson	Assignment/Quiz	Homework/Report Due (before class start)
1	7/8 (M)	Syllabus/Intro IT/Windows 7 HW1	HW 1	
2	7/9 (T)	Ethics/Ethics Report Info		HW1
3	7/10 (W)	MS office overview/File Management	HW 2	
4	7/11 (Th)	Team project assign/PowerPoint ch1	Quiz 1	HW2
5	7/15 (M)	PowerPoint ch2	HW 3	
6	7/16 (T)	Word ch1		HW 3
7	7/17 (W)	Word ch2	HW 4/Quiz 2	
8	7/18 (Th)	Team project presentation		HW 4
9	7/22 (M)	Excel ch1		
10	7/23 (T)	Excel ch2	HW 5	
11	7/24 (W)	Access ch1	Quiz 3	HW 5
12	7/25 (Th)	Access ch2	HW6	
13	7/29 (M)	Web design (HTML)		Ethics Report
14	7/30 (T)	Web design (CSS)	HW 7	HW 6
15	7/31 (W)	Blog	HW8/Quiz 4	HW7
16	8/1 (Th)	Social media	HW9	HW8
17	8/5 (M)	Final Exam		HW9
	8/9 (F)	**Final Grade Due**		