CSC 125 / S06
Introduction to Computing
Section 009

Dr. Andrew Pounds,
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e-mail: poundsaj@mercer.edu
Home Phone: (478) 750-9251 (No calls after 8 PM)
Office Hours: M 1:00-2:00, TR 9:30-10:30 (or by appointment)

CSC 125 is the introductory course to computing systems with emphasis on the central processing unit, memory, input and output devices, data communications, operating systems, computer software, programming concepts, and the impact of computers on society. Students will learn to use popular software packages for word processing, spreadsheets, data base systems, organization, and presentation. Students will also be exposed to the most basic concepts of programming in a high level computing language.

While no prior computing experience is required, students in CSC 125 are expected to read at the college level and also demonstrate math competency.

Upon completion of this course, a student will demonstrate competence in each of the following areas:

1. Describe the hardware components of a computer system and be able to explain the role of each component in the integrated computer system,
2. Describe the components of a computer network and explain how each piece functions in connecting one to other computers on the network and to the Internet and WWW,
3. Use the WWW in a sophisticated manner to conduct research on a given topic,
4. Use the Windows XP operating system,
5. Use Office 2003 application software for word processing, spreadsheets, database systems, and WWW page generation.
6. Use Office 2003 application software to carry out common tasks in academic and business environments. This includes, but is not limited to, research papers, graphing, and financial calculations.
7. Understand the very basic function and purpose of a high level programming language through the use of Visual Basic within the Office 2003 environment.

Class Meeting Times and Locations
Lecture: (009) TR 8:00-9:20 p.m., CSB 100

Course Materials
SAMS Software (available from Dr. Pounds)

Course Structure
One chapter from one of the books will be covered during every 75 minute class period according to the class schedule. The first few minutes of each class will be used to expound on or augment the material from the texts and to explain the daily assignment. The remainder of the period will be treated as an open laboratory to provide hands-on instruction in use of the computer systems. Online training and exams will be administered via the SAMS software and WebCT. Lab exercises will be submitted for grading per instructions given in class. Lab assignments will be graded on completeness and correctness. Late assignments will be penalized as follows:

$$Late\ Grade = Grade \times \left(1 - \frac{Days\ Late}{2}\right)$$
In addition, three projects will be submitted for grading.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Training</td>
<td>5%</td>
</tr>
<tr>
<td>Task Based Exams</td>
<td>25%</td>
</tr>
<tr>
<td>Concept Based Exams</td>
<td>15%</td>
</tr>
<tr>
<td>Submitted Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Projects</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
</tr>
</tbody>
</table>

Total Possible 100% pts

The following grading scale is assured but may be slightly lowered based on test results.

- **A** ≥90%
- **B** ≥80%
- **C** ≥70%
- **D** ≥60%
- **F** <60% pts

General Information

*Honor Code:* All students in CSC 204 are expected to adhere to the Mercer University Honor Code. Any suspected violations will be reported to the Honor Council for further investigation.

Many students have difficulty in determining how to apply the Mercer honor code to computer courses. A few general guidelines should help you in deciding whether you are violating the honor code or not.

1. You are allowed to receive help on your labs from other students, provided the purpose of the help is to help you understand your own work better, not to do your work.
2. You are NOT allowed to use copies of work submitted by other students, or copies of documents from published sources unless otherwise noted.
3. You MAY NOT collaborate on or discuss the online quizzes in any way.

Any violation of the above policies will be treated as academic dishonesty and a violation of the Mercer Honor Code.

*Attendance:* Except for the first day of the semester, attendance will not be taken. However, students are still accountable for all material covered in class as well as any announcements made during the lecture period. If you miss a class period, you must personally contact me to get the lab assignment for that day. Only under extreme extenuating circumstances will the lab due dates be extended for an individual.

*Online Quizzes:* Once a quiz is made available online, you have one week to take it. The time limits for each quiz are clearly marked online. You are allowed to repeat an online quiz once. If you repeat a quiz, the average of your two scores will be recorded. Once the exam availability time expires, you will no longer be able to access it – even if you only took it once.

*Partial Credit:* No partial credit is available on the online quizzes.

*E-mail:* All e-mail will be sent through normal internet e-mail protocols. WebCT will not be used for communication purposes.

*Web Site:* A Website for the course will be maintained at [http://theochem.mercer.edu/csc125](http://theochem.mercer.edu/csc125).

*Re-grading Policy:* If a student suspects that an error was made in the grading of a submitted work, they should contact me for re-grading with the understanding that the entire work will be re-graded and not only the portion in question.

*Posting of Grades:* Grades will not be posted. Students who want to know about their cumulative course totals should contact Dr. Pounds.

*American Disability Act:* “Students with a documented disability must inform the instructor at the close of the first class meeting. The instructor will refer you to the Student Support Services office for consultation regarding
evaluation, documentation of your disability, and a recommendation as to the accommodation, if any, to be
provided. Students must provide instructors with an accommodation form from Student Support Services listing
reasonable accommodation to sign and return to Student Support Services. The Student Support Services office
is located on the 3rd floor of the Conned Student Center. If you do NOT consult with the instructor and follow
up at the Student Support Services office during the first two weeks of classes, as provided above, you will thereby
waive any claim to a disability and the right to any accommodation pertaining thereto.”

Electronic Submission of Materials: “Students bear sole responsibility for ensuring that papers or assignments
submitted electronically to a professor are received in a timely manner and in the electronic format(s) specified by
the professor. Students are therefore obliged to have their e-mail client issue a receipt verifying that the document
has been received. Students are also strongly advised to retain a copy of the dated submission on a separate disk.
Faculty members are encouraged, but not required, to acknowledge receipt of the assignment.”

Tentative Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10</td>
<td>Essential Introduction to Computers</td>
</tr>
<tr>
<td>January 12</td>
<td>Project 1 – Introduction to Windows XP</td>
</tr>
<tr>
<td>January 17</td>
<td>Word 2003 – Project 1</td>
</tr>
<tr>
<td>January 19</td>
<td>Word 2003 – Project 2</td>
</tr>
<tr>
<td>January 24</td>
<td>Word 2003 – Project 3</td>
</tr>
<tr>
<td>January 26</td>
<td>Word 2003 – Web Feature</td>
</tr>
<tr>
<td>January 31</td>
<td>Word 2003 – Project 4</td>
</tr>
<tr>
<td>February 2</td>
<td>Word 2003 – Project 5</td>
</tr>
<tr>
<td>February 7</td>
<td>Word 2003 – Collaboration Feature</td>
</tr>
<tr>
<td>February 9</td>
<td>Excel 2003 – Project 1</td>
</tr>
<tr>
<td>February 14</td>
<td>Excel 2003 – Project 2</td>
</tr>
<tr>
<td>February 16</td>
<td>Excel 2003 – Project 3</td>
</tr>
<tr>
<td>February 21</td>
<td>Excel 2003 – Web Feature</td>
</tr>
<tr>
<td>February 23</td>
<td>Excel 2003 – Project 4</td>
</tr>
<tr>
<td>February 28</td>
<td>Excel 2003 – Project 5</td>
</tr>
<tr>
<td>March 2</td>
<td>Excel 2003 – Project 7</td>
</tr>
<tr>
<td>March 7</td>
<td>SPRING BREAK</td>
</tr>
<tr>
<td>March 9</td>
<td>SPRING BREAK</td>
</tr>
<tr>
<td>March 14</td>
<td>Excel 2003 – Project 8</td>
</tr>
<tr>
<td>March 16</td>
<td>Access 2003 – Project 1</td>
</tr>
<tr>
<td>March 21</td>
<td>Access 2003 – Project 2</td>
</tr>
<tr>
<td>March 23</td>
<td>Access 2003 – Project 3</td>
</tr>
<tr>
<td>March 28</td>
<td>Access 2003 – Project 4</td>
</tr>
<tr>
<td>March 30</td>
<td>Access 2003 – Project 6</td>
</tr>
<tr>
<td>April 4</td>
<td>Access 2003 – Project 7</td>
</tr>
<tr>
<td>April 6</td>
<td>PowerPoint 2003 – Project 1</td>
</tr>
<tr>
<td>April 11</td>
<td>PowerPoint 2003 – Project 2</td>
</tr>
<tr>
<td>April 13</td>
<td>PowerPoint 2003 – Web Feature</td>
</tr>
<tr>
<td>April 18</td>
<td>PowerPoint 2003 – Project 3</td>
</tr>
<tr>
<td>April 20</td>
<td>PowerPoint 2003 – Project 4</td>
</tr>
<tr>
<td>April 25</td>
<td>PowerPoint 2003 – Advanced Collaboration</td>
</tr>
<tr>
<td>April 27</td>
<td>Office 2003 Integration</td>
</tr>
</tbody>
</table>
Electronic Mailing List Procedures

For numerous reasons I decided recently to move all of my course related e-mail distribution lists to an electronic mail server. If you want to get e-mail that I send to the class (like what to study for exams), then you must subscribe to this e-mail list server. However, since there is the possibility that people can abuse such servers, I have added a few security features. While these security features make it a little harder to subscribe or unsubscribe from the list, they also protect you from getting “spammed”.

To subscribe to the list server, send an e-mail to

    majordomo@theochem.mercer.edu

with no subject and a message that says

subscribe csc125-L $<address>$ <-- your preferred e-mail address
end

The *end* at the end is important. If you send this message from the e-mail address where you typically receive you mail, you can leave the address blank. If you want to receive e-mail at another address, then include the FULL e-mail address above. For example, if you read your e-mail from the account surfer@yahoo.com the you would get onto that account and send the following message to majordomo@theochem.mercer.edu:

subscribe csc125-L
end

If your name were John Smith and you want to receive e-mail at your Mercer e-mail, then you would simply send:

subscribe csc125-L
end

to majordomo@theochem.mercer.edu from your Mercer e-mail account. Now, if you subscribe to the list server from you Mercer e-mail, but you want the messages to go to your surfer@yahoo.com address, then you would send the following message:

subscribe csc125-L surfer@yahoo.com
end

To avoid any security issues, the listserver will send a message *to the account that is supposed to receive the e-mails* asking you to verify your request. Simply send a second message to majordomo@theochem.mercer.edu with the security tag sent to you by the listserver. The security tag will look something like

auth 7f71777b subscribe csc125-L smith_ja@mercer.edu

So the response you send to majordomo@theochem.mercer.edu would be (depending on the security tag sent to you):

auth 7f71777b subscribe csc125-L smith_ja@acadmn.mercer.edu
end

An added bonus to this is that if you want to send an e-mail to all the students in the class, you can simply send it to csc125-L@theochem.mercer.edu and it will go to everyone subscribed! At the end of the term I will delete the subscription list. If you, however, want to unsubscribe before then, simply send a message to majordomo@theochem.mercer.edu with the message

unsubscribe csc125-L
end

If you have problems getting on the listserver, come see me. If you want to contact just me then please send e-mail to pounds.aj@mercer.edu.