

COMM 2713: Introduction to Personal Computing
Fall 2006
8th Period T Th
Room 205 Goodwyn Hall, Classroom Lab

****Please note: This syllabus can be modified at the instructor's discretion****

Instructor: Bolling H. Holt IV

Office: 205A Goodwyn Hall

Office Phone: 244-3531

Office Hours: 5:00pm-7:15pm Tuesdays & Thursdays and by appointment

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**It is of interest to your instructor to make every effort to accommodate unique and special needs of students with respect to speech, hearing, vision, or other possible disabling conditions as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act of 1990.

In order to receive accommodations for documented disabilities you must contact the Center for Special Services. They are located on the 7th floor of the Library Tower and can be reached at 244-3631. Also, please notify your instructor as soon as possible of requested accommodations or ways to help.

REQUIRED TEXT: Parsons, June Jamrich & Oja, Dan. Computer Concepts. 9th edition, Thomson Course Technology.

GOALS AND OBJECTIVES

To serve as an introduction to personal computing.

To teach skills and computer applications necessary for students to succeed academically and professionally.

COURSE POLICIES

- 1. Attendance:** Regular class attendance is expected and may be a determining factor between letter grades.
- 2. Tardiness:** Students are expected to be in class **on-time**.
- 3. Academic Integrity:** Your work in COMM 2713 is to be your own! If it is determined that a student has plagiarized or cheated, the student will be punished as severely as the University permits. Please see pg. 89 in your

Student Handbook to review the types of Academic Dishonesty and pg. 91 to review how violations of Academic Integrity will be handled by the University.

4. Community Mindedness: As a member of this class, it is essential for you to be mindful of your actions and be respectful of others. Together we need to support each other and not participate in actions that can be offensive, rude, or hostile toward others. There will be no talking, heckling, sleeping, or doing homework (for this class or others) while the instructor or students are speaking.

Cell phones must be silenced before class begins! I will not tolerate interruptions caused by ringing phones, the answering of calls or text messaging during class!

This will affect the classroom conduct portion of your final grade.

5. Surfing the Internet: This is a computer class taught in a computer lab. Do not ask me to repeat myself because you were playing on the computer. It is unfair to the rest of the class.

If you are being genuinely disruptive, you will be asked to leave class for the day. In order to return to class, you will need to schedule an appointment to meet with me outside of class.

This also will affect the classroom conduct portion of your final grade.

6. Grading: It is important to remember throughout this course that **you earn the grades you receive**. Assignments will be graded against criteria deemed appropriate for each assignment. Along with content, **grammar and mechanics** will be evaluated!

7. Grade appeals: If you feel that the grade you receive on an assignment does not accurately reflect the work that you feel you put into the assignment, ***wait at least 24 hours*** and make an appointment to meet with me outside of class. You should come prepared to this appointment with a 1 page document revealing the reasons why you feel you deserved a higher grade.

8. Extra Credit: Opportunities to earn extra credit may be available throughout the semester. These opportunities will be offered to the entire class- not on an individual basis. Some extra credit opportunities may dictate attendance of events outside of class.

ASSIGNMENTS -

Chapter Tests- You will take a test over material in each chapter covered. Tests will be administered **in class** on WebCT. If you are going to miss a test, makeup arrangements should be made with me **before** the test. Failure to make arrangements may result for a "0" on the test. All tests will be averaged together and will count towards **50%** of your final grade.

Final Exam- This course will have a comprehensive final exam. The final exam will count towards **20%** of your final grade.

Semester Project- A group project will be assigned during the semester and will be due shortly before the final (exact date will be given to your group). The project will be a PowerPoint presentation that recaps and highlights what you have learned throughout the course. The project will be presented to the class and also serves as a useful tool for final exam preparation. The project will count towards **15%** of your final grade.

Participation, Contribution and Classroom Conduct- Your participation, contribution to class discussions, and classroom conduct will count towards **15%** of your final grade.

BREAKDOWN OF ASSIGNMENTS:

Chapter Tests	50%
Final Exam	20%
Semester Project	15%
Participation, Contribution, and Conduct	<u>15%</u>
TOTAL	100%

GRADING SCALE

90-100	A
80-89	B
70-79	C
60-69	D
59 and lower	F

COURSE CALENDAR (Tentative)

8/22	Intro to Course
8/24	Class
8/29	Class
8/31	Practice Test, Chapter 1
9/5	LABOR DAY HOLIDAY- NO CLASS
9/7	Class
9/12	Class
9/14	Class
9/19	Test, Chapter 2
9/21	Class
9/26	Class
9/28	Class
10/3	Test, Chapter 3
10/5	Class
10/10	Class
10/12	Class
10/17	Test, Chapter 4
10/19	Class
10/24	Class
10/26	Class
10/31	Test, Chapter 5
11/2	Class

11/7	Class
11/9	Class
11/14	Test, Chapter 6
11/16	Class
11/21	Class
11/23	THANKSGIVING HOLIDAY- NO CLASS
11/28	Class
11/30	Test, Chapter 7
12/5	Group Presentations
12/7	Group Presentations
12/14	Final Exam 7:45pm- 10:15pm