

ACU COLLEGE OF BUSINESS ADMINISTRATION
COURSE SYLLABUS
CS 110-01 COMPUTERS AND SOCIETY
SPRING TERM 2007



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Office Hours: MWF
10:00 – 11:30 AM or by Appointment

Class Section: CRN: 13226 MWF 9:00 – 9:50 PM MBB-116

*“To create a distinctively Christian environment in which
excellent teaching, combined with scholarship,
promotes the intellectual, personal, and spiritual growth of business students,
and educates them for Christian service and leadership
throughout the world.”*

The COBA Mission Statement

Course Description and overview: Computers and Society provides an introduction to the computer as an information organizing and manipulating tool while considering its responsible use in the environment. This course presents an overview of computer science by providing an initial introduction to hands-on topics such as computer hardware, which is followed by more abstract topics such as algorithm complexity and computability. Specific topics include computer design and construction, data storage and manipulation, operating systems, networking and the Internet, software engineering, and artificial intelligence. Familiarity with word processors and web browsers is assumed (3 credits).

Contribution of Course to Overall Business Perspective: This course provides an introduction to computer science that is foundational to further studies in information systems (IS) and information technologies (IT). By offering an overview of computers as an integral part of existing systems, the student better understands the intricacies of the proper design and use of computers in society.

Contribution of Course to the Development of Communication Skills: This course is structured to develop both written and oral communication skills. Group projects are designed to provide real-life experiences in group interaction by using effective communications to produce professional business outcomes. Daily note page submissions, weekly written essays, and assignments of written and oral reports will lead to proficiency in common business communication skills and emphasize the importance of faithful commitment and participation in group activities.

Contribution of Course to Christian Service and Leadership: An education for Christian service and leadership means learning to deal successfully with people and to use skills, technology and opportunities to help promote full lives for ourselves and others. In this class, we study some of the basic issues in the use and understanding of computer technology. Concurrently, we will be concerned about the impact of information technology on life and society. In doing so, we will learn how individuals leading Christ-centered lives can effectively use their knowledge and skills to foster the well-being of others as inspired by our faith.

“Now it is required that those who have been given a trust must prove faithful.” 1 Corinthians 4:2

Goals for Student Competency: The goal of this class is to prepare you to understand the function and limits of computer technology in current society. Students will be introduced to the tools,

techniques, and methodologies used to analyze, design, and implement enterprise level information systems. For those who plan to major in computer science, this course will provide a foundation for later studies in information technology. For students with business majors, this course will provide an understanding of the issues that should be considered in the design and use of information technology and the introduction of information systems in existing business processes.

Format: Class time will be spent in the discussion of material from the textbook and the research of problems and new technologies involved in computing and computer use. While there is no additional lab period, class time will be allocated in the lab to introduce computer applications and complete projects where students will interact with lab mentors and peers to develop assignments.

Some of the important technologies used in this course include:

- Visual Studio - Integrated Application Development and Programming tool
- Applied Visual Basic – macro programming
- Microsoft Access - database application
- Microsoft Project - case tool

In addition to the technical content and technologies described above, students will also improve their written and oral communication skills as they learn how to prepare, write and present the necessary technical documentation to support assigned projects.

The class schedule (assignments) will be posted on the class web site. The instructor may deviate from the schedule if necessary; however, any such changes will be announced in-class and posted on the class web site. The topics covered in this course may be difficult to grasp without a reasonable amount of effort put forth by the student. Students will need to dedicate time outside of class for group assignments, lab exercises, readings and written assignments.

Prerequisites: No course prerequisites are required. However, students should be familiar with word processors and web browsers.

Course Materials:

Text: J. Glenn Brookshear. Computer Science: An Overview. 9th edition
Publisher: Addison-Wesley, 2007
ISBN: 0-321-38701-5

Software: All software will be available in the lab.

Course Policies

Class Attendance: Class attendance is necessary to achieve the maximum benefit from this class. Attendance requires that students arrive on time and stay for the entire class. Excessive absences will affect a student's course grade. You are expected to attend every class. Excessive absences may result in extra assignments to compensate for the missed classes and/or a lowered course grade.

If a student is unable to attend class for any reason, they should notify the instructor as soon as possible by email. University policy requires that a student provide seven (7) days advanced written notice of all approved absences. The activity sponsor is responsible for providing the appropriate signed form in a timely manner. For an unanticipated absence to be excused, the student must contact me before the next class period. The student should also contact one of their classmates to review what was discussed in class. Students with more than five unexcused absences will be dropped from the class.

Tardiness: 3 tardies are treated as 1 absence

Chapter Note Sheets: It is the student's responsibility to read the assigned course materials before each class. This course covers material that could be new to the student and requires a substantial amount of time devoted to reading, analyzing, and writing. To insure a student is prepared for class discussions, they are required to turn in a chapter note sheet that they have prepared which outlines the important concepts of the chapters they have read for each week. The note sheets **must be turned in at the beginning of each class** on the date given in the course schedule to be counted as submitted on time. **Late note sheets will not be accepted.** A chapter note sheet should be limited to one 8.5 x 11 inch page (front and back) that **a student has authored.** Using another student's chapter note sheet is not allowed. Turning in class PowerPoint slides as a note sheet is not allowed. Copying text directly from the book or any other source is not allowed. **You are not allowed to turn in another students note sheet for them.** The submitted chapter note sheets will be returned to the student on each Exam day and may be used to assist them in taking the exam.

In-Class Participation – written essays: The format of this class involves a lot of critical thinking and good communication skills. To build these skills, students are expected to show up to class and actively participate in the class discussion. To enhance the discussion, students will be required to review **one news topic** concerning information technology **each week** and submit a one-half to one-page essay that summarizes the topic. Students will be selected **by random draw** on the due date specified on the schedule to orally present their research as submitted in their written essay. Students will not be allowed to reschedule a missed presentation. Participation grades will be recorded and adjusted based on the student's presence/absence and level of preparedness.

Individual project assignments

Individual project assignments will require students to apply what they have been learning in class. Some of the project assignments will be completed in class and others must be completed outside of class. Homework assignments are due as specified on the published class schedule (see class web site). For each day in which an individual project assignment is late, the project assignment will be graded down by 5 % up to a maximum of one week (seven days). Project assignments will not be accepted after seven days.

Team Project

There will be one team project that students will work on during the semester. Each project deliverable will be clearly specified on the class web site. Students are strongly encouraged to work on this project early.

The team project will employ skills learned from individual projects to develop a group application. The project will be completed in a team environment. Project deliverables will be assigned and will include the following components:

Overview of application

Assessment

Analysis

Design

Summary (all of above written and neatly bound)

Presentation (PowerPoint and oral, all team members participate. Include slides in report)

Peer Evaluation (confidential, required, submit to drop box)

The project will include a written submission as well as an oral presentation. All project assignments will be weighted as outlined by your instructor. The written submission is due at the beginning of class on the specified due date. Teams wishing to improve their grade on any written

submission may resubmit their work as indicated in the class project documentation. The average grade of all submissions will be used to determine the overall grade for that assignment. Resubmissions only apply to written project assignments submitted by the team.

Project grades will be awarded to individual team members based upon

- a) The instructor's assessment of the overall project quality
- b) The instructor's assessment of the individual student's contribution to the team's efforts. A peer evaluation will be completed by team members to assist the instructor in the assessment of each individual's contributions to the project. Each team member must complete a peer evaluation form for the completed project. Failure to do so will result in a grade of 0 for a student's overall project grade.

Grading and Late Policy

Grades for this class will be based on class assignments as outlined above. Students must complete all course assignments or the instructor may assign a grade of F. Grades will be assigned based upon 90+ is an A, 80 - 89.9 is a B, 70 - 79.9 is a C and 60 - 69.9 is a D, below 60 is an F.

Chapter Note Sheets (10, equally weighted):	10 %
In-Class Assignments/individual projects (3):	15 %
Weekly essays (10, equally weighted):	10 %
Group Project (report, presentation, peer evaluation):	15 %
Quizzes (4):	20 %
Exams (2):	<u>30 %</u>
Total:	100 %

All chapter notes, homework/lab assignments and projects will be graded as follows:

1. **Completeness:** Degree of completion of all assigned work.
2. **Correctness:** The accuracy of the submission.
3. **Grammar and Spelling**
4. **Documentation:** Proper documentation and format as outlined in-class.

To be fair to everyone, a student must submit all assignments at the beginning of class when the assignment is due, in order for it to be considered on time. For each day in which a project assignment is late, the project assignment will be graded down by 5 % up to a maximum of one week (seven days). Project and lab assignments will not be accepted after seven days. **Chapter note sheets and homework assignments will not be accepted late. This policy will be strictly enforced as it promotes students coming to class.** As an allowance for the times that you have to miss class or are late due to unanticipated reasons, the lowest score for any of the **note sheet and weekly essay** assignments will be discarded.

Academic Integrity: The university catalogue states that “ACU expects its students to practice absolute academic integrity. Plagiarism, cheating, and other forms of academic dishonesty are not acceptable at ACU.” The main point of this policy is that all individual work assignments (non group work) should represent the student's individual work. Turning in another student's work is considered academic dishonesty and will result in no credit being given for the assignment. Penalties can also include receiving a grade of F for the course and recommendation for immediate suspension from the university.

The following actions are also considered inappropriate conduct:

- Providing or accepting assistance on quizzes and examinations (cheating by any method or means, including sharing information between class sections).
- Behaviors which are disruptive, which are insensitive, or which directly or indirectly inhibit others from working toward their academic goals.

- Behaviors which are disrespectful to classmates or to the instructor.
- Submitting work derived by another student or preparing work for another that is to be used as that person's own work. Using work of another constitutes plagiarism. Evidence of shared work will result in a grade of zero for all parties involved.
- Lying to your instructor to receive a better grade, or allowance for a late assignment is considered an ethical breach of conduct.

Violations of academic dishonesty involve the intention to deceive or misrepresent and are therefore a form of lying. Such actions are contrary to the behavioral norms that flow from the nature of God. Therefore, alleged violations will be subject to the conditions as outlined in the academic integrity policy enforced by the university. Although the university enforces the policy, the most powerful motive for integrity and truthfulness comes from one's desire to imitate God's nature. Every member of the faculty, staff, and student body is responsible for protecting the integrity of learning, scholarship, and research. The full policy is available for review at the campus life website:

www.acu.edu/campusoffices/campuslife/acad_integrity.html

In summary, students are expected to make an ethical and moral commitment to act appropriately in all academic activities and to not tolerate any dishonorable behavior on the part of other students. **Any breach** of academic dishonesty may result in **removal from this class**.

Examinations: Two examinations will be administered during this course as outlined in the class schedule. Exam questions may include short answer questions and problem solving, as well as traditional exam questions. All exams will be closed book. Chapter note sheets will be returned to the student and can be used to assist them on the exam. If a student misses an exam, the instructor will need a documented, excused reason to give them a make-up test. Make-up exams or quizzes will be given only in extreme circumstances, when the instructor has determined that the absence is valid and necessary and will be administered at the end of the semester or sooner at the discretion of the instructor.

Administrative Comments:

- 1) January 19th is the last day to withdraw from a class and receive a 100% tuition refund. January 26th is the last day to request Credit/No-Credit or Pass/Fail.
- 2) February 1 is the last day to withdraw from a class and receive 80% tuition refund; February 5 is the last day to withdraw and receive 60% refund.
- 3) April 13th is the last day to drop a course; May 4th is the last day to withdraw from the university. To drop a course, you must complete the required paperwork with your advisor.
- 4) You must earn a grade of C or better in this course in order for it to satisfy the pre-requisite requirement for any course for which this course is a pre-requisite.

Contesting Grades:

Students will have three (3) days after course work is returned or a grade is assigned to contest the grade received. Requests must be submitted in writing (not by email) and provide reasonable justification for the change request. Grade changes **will not** be considered after this period.

Final Exam:

The final exam for this course will be offered on Thursday, May 10th, 2:00 – 3:45 PM. All students must take the exam at the time assigned for our class.

Summary of Daily Assignments:

A summary of the class schedule is attached which can also be found on the course blackboard site. **This schedule can be amended as needed; changes will be announced in class.**