TO Provist 3/22/06

UWUCC Appr 3/21/06 05-53 Senate Info 5/2/06

Undergraduate Distance Education Review Form

(Required for all courses taught by distance education for more than one-third of teaching contact hours.)

Existing and Special Topics Course

Course: COSC101 Microbased Computer Literacy

Received

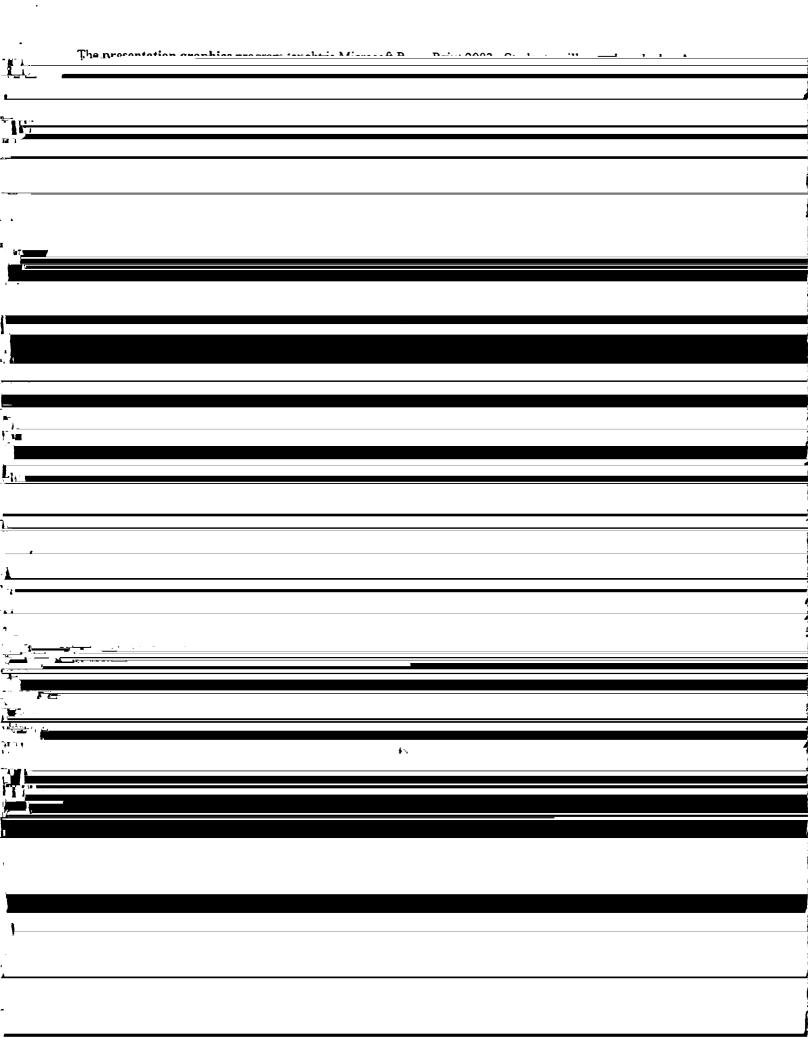
Instructor(s) of Record: Therese D. O'Neil

MAR - 3 2006

Step One: Proposer

- A. Provide a brief narrative rationale for each of the items, A1- A5.
 - 1. How is/are the instructor(s) qualified in the distance education delivery method as well as the discipline?

I am a full-time, tenured faculty member with 32 years of teaching experience. I have been teaching the COSC101 course since 1991 in the traditional classroom. I am currently working toward a Certificate of Distance Education from Penn State's World Campus.



and quality of chats, based upon clarification of questions and responses and critical thinking. There will also be quizzes and laboratory files in the Microsoft Office applications.

- 5. How will academic honesty for tests and assignments be addressed? All exams will be proctored by the instructor in a computer lab. If a student cannot attend a proctored exam, it is their responsibility to get to a location with a faculty member present and the software installed to take the exam. The assignments will be uploaded into Webct which is exclusive to each student registered for the class.
- B. Submit to the department or its curriculum committee the responses to items A1-A5, the current official sullabus of record along with the instructor developed online version

This lesson should clearly demonstrate how the distance education instructional format adequately assists students to meet a course objective(s) using online or distance technology. It should relate to one concrete topic area indicated on the syllabus.
Step Two: Departmental/Dean Approval
Recommendation: Positive (The objectives of this course can be met via distance education)
Nagativa
Signature of Department Designee Date
Endorsed: Signature of College Dean Date
Forward form and supporting materials to Liberal Studies Office for consideration by the University-wide Undergraduate Curriculum Committee. Dual-level courses also require review by the University-wide Graduate Committee for graduate-level section.
Step Three: University-wide Undergraduate Curriculum Committee Approval
Recommendation: Positive (The objectives of this course can be met via distance education)
Negative
Gail S. Sechust 3-21-06 Signature of Committee Co-Chair Date
Forward form and supporting materials to the Provost within 30 calendar days after received by committee.

Step Four: Provost Approval

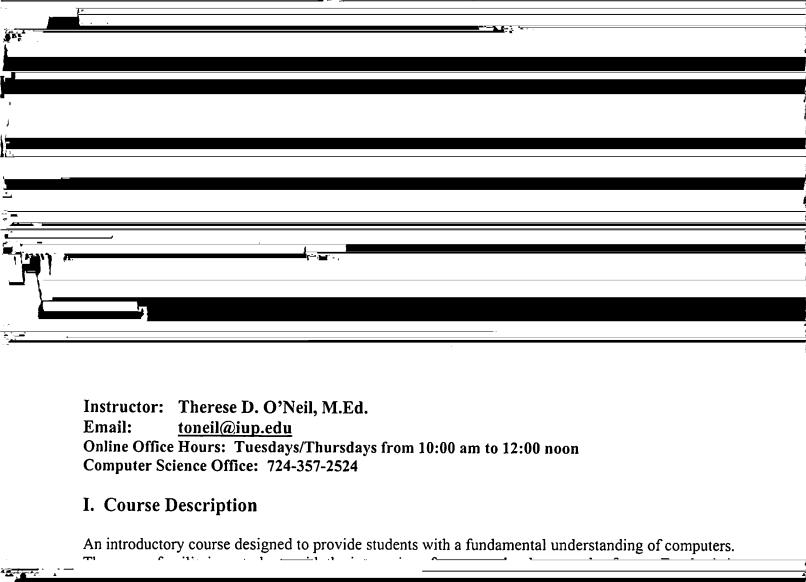
This was the same threation course

TRejected as distantance education course

*Signature of Provost o

Indiana University of Pennsylvania

Computer Science Department



COSC101 Microbased Computer Literacy

SAM Computer Literacy, Assessment and Training for Microsoft Office 2003 and Computer Concepts, Version 3.0, ISBN: 0-619-17152-9 © 2006.

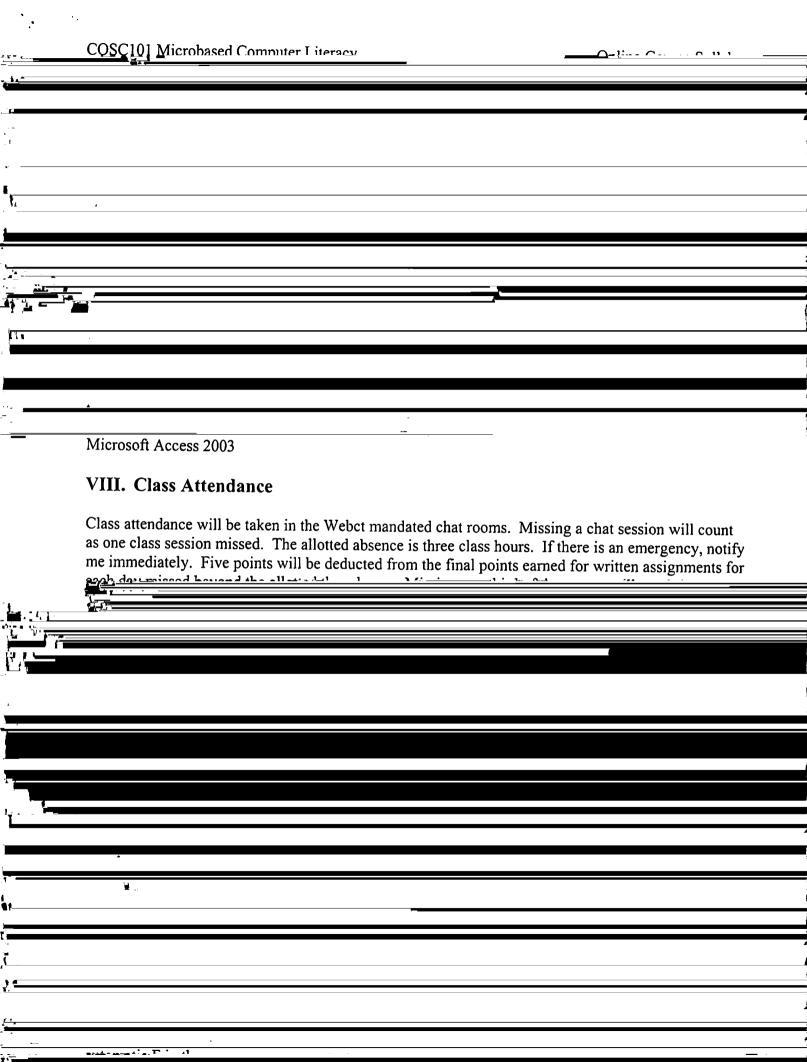
Reading Requirement as a Liberal Studies Course:

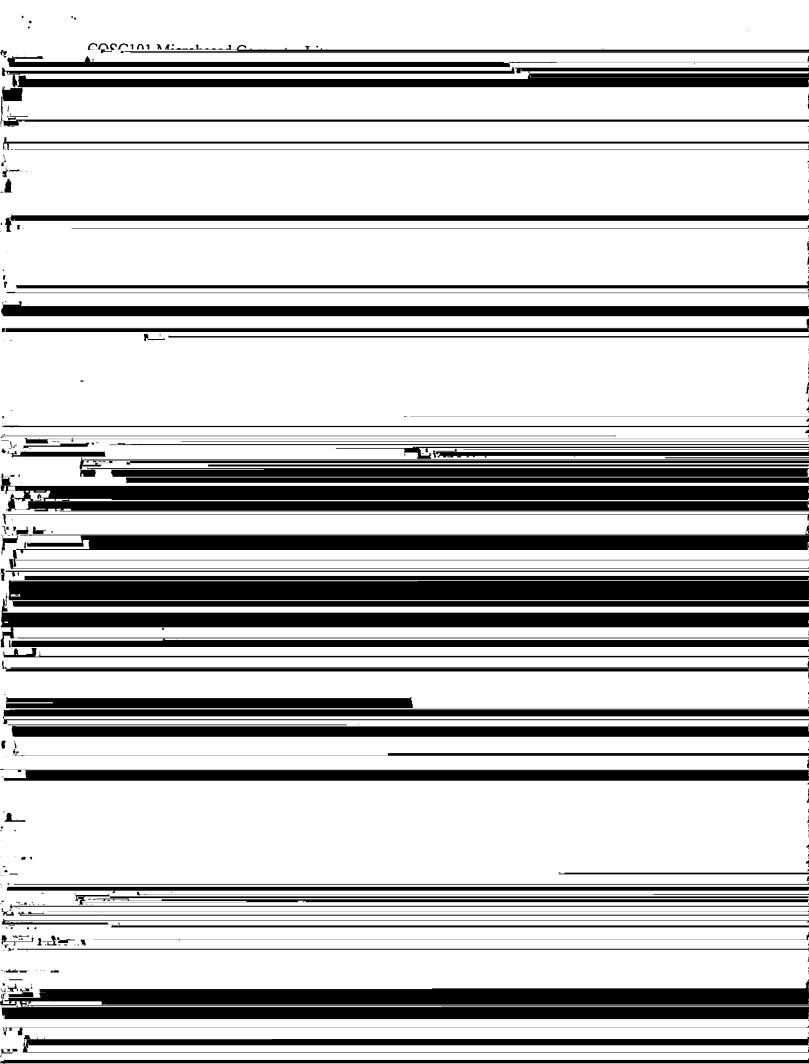
Hafner, Katie, and Markoff, John, <u>Cyberpunk</u>, <u>Outlaws and Hackers on the Computer Frontier</u>, Simon & Schuster, 1995.

IV. WebCT (Web Based Tools)

This course uses Webct as part of its classroom environment. All information about the course is in Webct. All assignments will be uploaded into Webct.

	Webct. All assignments will be uploaded into Webct.
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COSC101 Microbased Computer Literacy Written Assignment 1

- 1. Read pages 2 to 39
- 2. Go to the companion website: http://www.scsite.com/dc2006



- 5. Choose number 1: At the Movies Walking the PC Pioneer Trail
- 6. Choose one topic of your choice.
- 7. Write a one page paper, double spaced, about what you learned from this video. Upload into Webct
- 8. Under the 'Checkpoint', complete the Label the Figure Section.

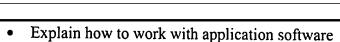
Chapter 2: The Internet and World Wide Web/Electronic Mail

- Discuss the history of the Internet
- Explain how to access and connect to the Internet
- ♠ Analyze an IP address
- identify the components of a Web address
- 1 Runlain the mumana of a 117-h harmon

Chapter 3: Application Software

Chapter 4: The Components of the System Unit

Identify the categories of application software



- Describe the advantages of using application software on the Web
- Describe the learning aids available for application software

Written Assignment 3

- 1. Read pages 133 to 169
- 2. Go to the Companion Website
- 3. Click on Chapter 3
- 4. Click Career Corner under Beyond the Book section
- 5. Choose a career of choice
- 6. Write a one-page paper about that career

Chapter 4:

- > Differentiate among various styles of system units
- > Identify chips, adapter cards, and other components of a motherboard
- Describe the components of a processor and how they complete a machine cycle
- > Identify characteristics of various personal computer processors on the market today
- > Define a bit and byte
- > Differentiate among the various types of memory
- > Identify components in mobile computers and mobile devices
- > Understand how to clean a system unit

Written Assignment 4

- 1. Read pages 183 to 219
- 2. Go to the Companion Website
- 3. Click on Chapter 4
- 4. Click on Timeline, under Features
- 5. Choose five different years (no two years from the same decade), including the year you were born, and type a one-page paper explaining what happened in technology during those years.

DISCUSSION BOARD TOPIC 2: Log on to Webct and post a message about what you think the future will entail, the new computing age. Reply to two other messages.

Written Assignment 5

- 1. Read pages 233 to 269
- 2. Go to the Companion Website
- 3. Click on Chapter 5
- 4. Click on **Companies** from the **Beyond the Book** section and write a one-page paper on a company of your choice

Devices. 6 Chanse one tonic from this section and write 'another' and page name on wountering		nage 787 at vaur 16	exthook: Snecia	l Fastura Da	reanal Mahila	
		uthic spation and w	urita 'anathar' an			

Chapter 6:

- ✓ Describe the four categories of output
- ✓ Describe various ways to print
- ✓ Differentiate between a Nonimpact printer and an Impact printer
- ✓ Identify output options for physically challenged users

Written Assignment 6

- 1. Read pages 299 to 329
- 2. Go to the Companion Website
- 3. Click on Chapter 6
- 4. Click on **Tech News** under **Features**
- 5. Click on one of the topics under Chapter 6
- 3. Check on one of the topics under chapter o

COSC101 Microbased Computer Literacy A. Under the left frame: Click on the part The Online of Secretary	Online Course Syllabus
 4. Under the left frame: Click on 'Learn It Online' from the Exercis 5. Choose number 1: At the Movies — Walking the PC Pioneer 	Trail
6. Choose from one of the following tonics and write a one nage noner on	nihot non kono komodi
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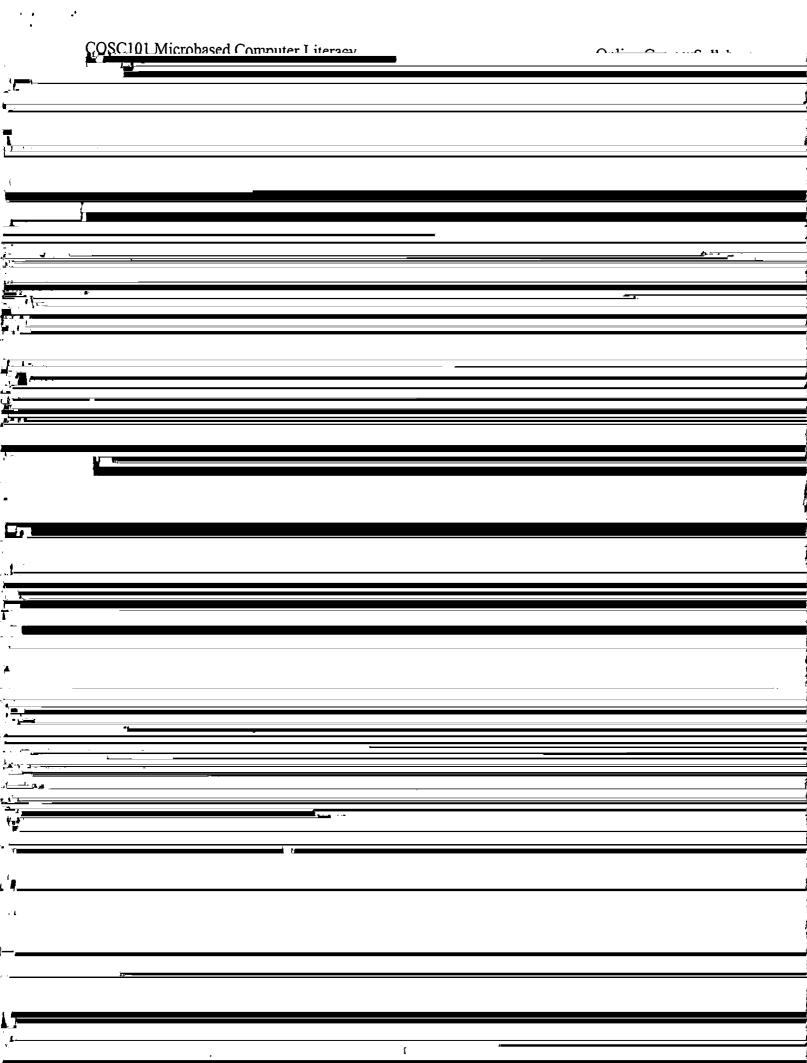
	COSC101 Microbased Computer Literacy	Online Course Syllabus
•	DISCUSSION TOPIC 3: Use the following topic	Offine Course Syllabus
	technologies Global Positioning Systems Systems 1	is as a subject of discussion: Wireless
	technologies, Global Positioning Systems, Smart phon	es, and PDAs as they relate to changing the way
	The Individual design and a service of the service	
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COSC101 Microbased Computer Literacy Quizzes in SAM (mandatory, take before the exam on June 22)

A Word Ouiz will be available to take in SAM.

Online Course Syllabus

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•	Practice Questions in SAM (optional)	
	A Ward practice exam is available for preparation for the avere to	
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Unit 5

Work on the Cyberpunk paper. Finish discussion board discussions.

Final Exam:

NORTHPOINTE CAMPUS COMPUTER LAB

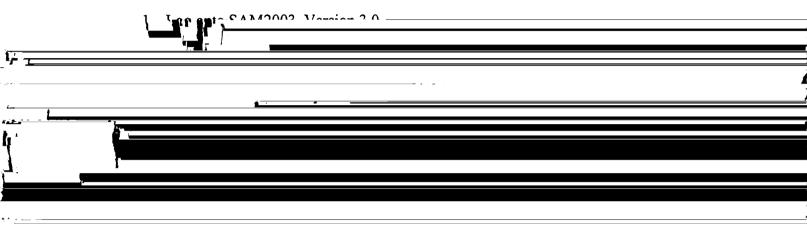
Times: TBA

Indiana University of Pennsylvania

Computer Science Department COSC101 MICROBASED COMPUTER LITERACY

Sample Lesson: Windows XP Distance Education Course

Instructor: Therese D. O'Neil, M.Ed.



3. Choose the application: Windows XP Training

The following concepts are used in this lesson:

Mouse functions
Switching between software programs
Start/shut down
Minimizing, maximizing, restoring, closing a window
Moving and resizing a window
Running multiple programs
Closing programs

WORKING WITH FILES

Opening the Windows Explorer Copy, rename, move files Create a new folder Delete a file Delete a folder Expanding the hierarchy of files Collapsing folders

SYLLABUS OF RECORD MICROBASED COM PUTER LITERACY

I.	Catalog	Description
		~ 000 p 0 0

BTED101

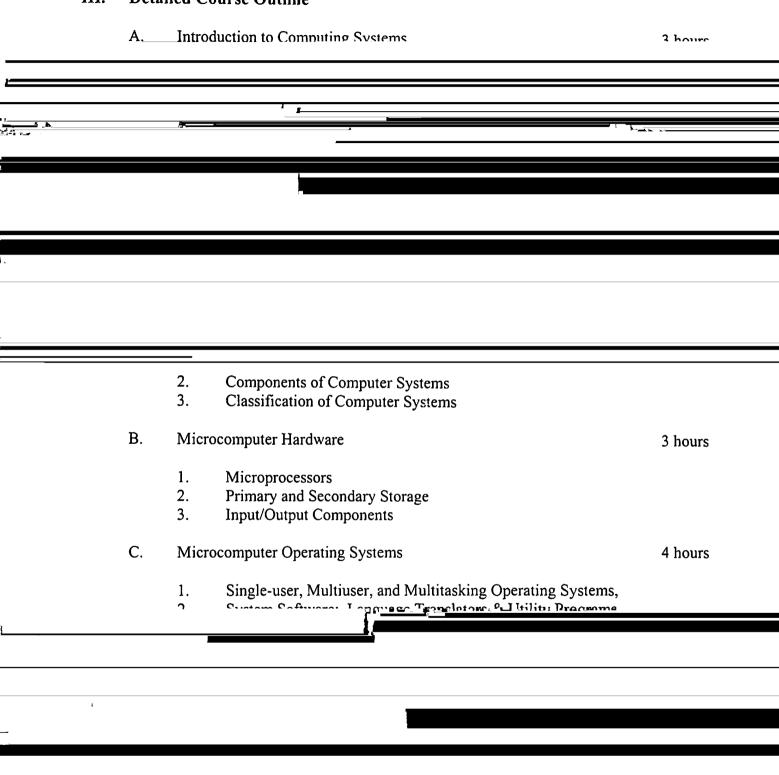
COSC101 IFMG101

Microbased Computer Literacy

3 credits 0 lab hours 3 lecture hours (3c - 0l - 3h)

	An introductory course designed to provide students with a fundamental understanding of computers. The course familiarizes students with the interaction of computer hardware
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III. Detailed Course Outline



3. Advanced Features of Operating Systems

D Maior Applications

1. Word Processing

6 hours

	Syllabus of I	Record	Microbased Computer Literacy	Page 3
		6.	Use of the Internet for Information Retrieval and Communications a. Fundamental Concepts b. Basic Applications	3 hours
	E.	Other	Personal Use Applications Software	1 hours
		1. 2. 3.	Personal Financial Management Management Information Systems/Decision Support Systems Artificial Intelligence and Expert Systems (Basic ideas)	
	F.	Data (Communications	2 hours
		1. 2. 2-	Components of Data Communications Systems Diversity of Networks	
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	G.	Impac	et of Computers on Society and the Individual	2 hours
	G.	Impac 1. 2. 3.	et of Computers on Society and the Individual Computers in Business, Education, Government, Arts and Scien Ethical considerations, social, psychological, political and econc Ergonomics, Green Computing.	ces
	G.	1. 2. 3.	Computers in Business, Education, Government, Arts and Scien Ethical considerations, social, psychological, political and econo	ces

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IV	Evaluation Mathada	
IV.	Evaluation Methods	
	Evaluation Methods nal grade for the course will be determined as follows:	
		Suggested Percentage
The fin	nal grade for the course will be determined as follows:	
	nal grade for the course will be determined as follows: Projects. Five projects covering word	
The fin	nal grade for the course will be determined as follows: Projects. Five projects covering word processing, spreadsheets, database	
The fin	nal grade for the course will be determined as follows: Projects. Five projects covering word	Suggested Percentage
The fin	Projects. Five projects covering word processing, spreadsheets, database management, presentation graphics and	
The fin	Projects. Five projects covering word processing, spreadsheets, database management, presentation graphics and electronic mail. Reaction papers to liberal studies textbook and	Suggested Percentage
The fin	Projects. Five projects covering word processing, spreadsheets, database management, presentation graphics and electronic mail. Reaction papers to liberal studies textbook and book review. Library and Internet search and	Suggested Percentage
The fin	Projects. Five projects covering word processing, spreadsheets, database management, presentation graphics and electronic mail. Reaction papers to liberal studies textbook and	Suggested Percentage
The fin	Projects. Five projects covering word processing, spreadsheets, database management, presentation graphics and electronic mail. Reaction papers to liberal studies textbook and book review. Library and Internet search and	Suggested Percentage
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applications. A minimum of two reaction papers of this nature.

10 - 20%

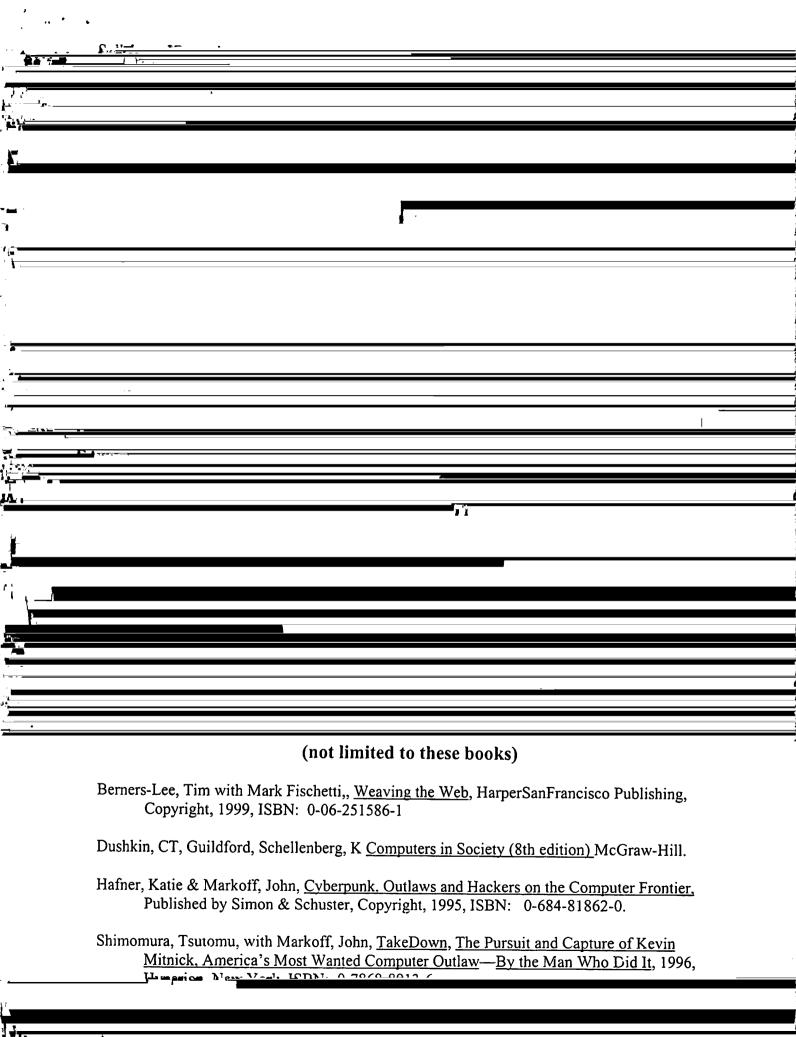
10 - 20%

- 3. Quizzes and homework assignments
- 4. Examinations. Minimum of two exams during the course of the regular teaching semester, and a final exam at the end of the semester.

40 - 50%

- Capron, H. L. <u>Computers: Tools for an Information Age, Brief Edition</u>, Prentice Hall Publishing, Copyright 2000, ISBN: 0-201-47660-6.
- Cashman, Thomas J, Shelly, Gary B, and Vermaat, Misty E <u>Discovering Computers 2001</u>
 Concepts for a Connected World. -Course Technology Publishing Converight March

Ola, Dan and Parsons Jamrich, June, <u>New Perspectives on Computer Concepts Fourth Edition</u>, Comprehensive, Course Technology Publishing, Copyright, March, 2000 ISBN: 0-



VIII. Magazines

Computer World Internet World PC Magazine PC World Wired Yahoo!