

To Provost
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.

2. How will each objective in the course be met using distance education technologies?

Approved as distance education course

Rejected as distance education course

Signature of Provost

Indiana University of Pennsylvania

Computer Science Department

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

Email: toneil@iup.edu

Online Office Hours: Tuesdays/Thursdays from 10:00 am to 12:00 noon

Computer Science Office: 724-357-2524

I. Course Description

An introductory course designed to provide students with a fundamental understanding of computers.

Reading Requirement as a Liberal Studies Course:

Hafner, Katie, and Markoff, John, Cyberpunk, Outlaws and Hackers on the Computer Frontier, 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.

Microsoft Access 2003

VIII. Class Attendance

Class attendance will be taken in the Webct mandated chat rooms. Missing a chat session will count as one class session missed. The allotted absence is three class hours. If there is an emergency, notify me immediately. Five points will be deducted from the final points earned for written assignments for each day missed beyond the allotted absence.

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
- ◆ Explain the purpose of a Web browser

Chapter 3: Application Software

Chapter 4: The Components of the System Unit

- Identify the categories of application software

- Explain how to work with 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
5. **PART TWO:** Go to page 282 of your textbook: **Special Feature Personal Mobile**

Devices.

6. Choose one topic from this section and write 'another' one page paper on your topic

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
6. Look through that website and write a paper on what you have read

4. Under the left frame: Click on '**Learn It Online**' from the **Exercises** category
5. Choose number 1: **At the Movies – Walking the PC Pioneer Trail**
6. Choose from one of the following topics and write a one page paper on what you have learned:

Beam DVDs from Room to Room
How to Tell When Your Hard Drive's About to Die
Install a New Hard Drive
Online Data Storage Options

DISCUSSION TOPIC 3: Use the following topics as a subject of discussion: Wireless technologies, Global Positioning Systems, Smart phones, and PDAs as they relate to changing the way society communicates with each other.

Writing Assignment 0 is a research paper...

A Word Quiz will be available to take in SAM .

Practice Questions in SAM (optional)

A Word practice exam is available for preparation for the exam at [www.cosc101.com](#)

1	Introduction to the Course
2	Computer Systems and Hardware
3	Operating Systems
4	Programming Fundamentals
5	Software Development
6	Networking and the Internet
7	Security and Privacy
8	Emerging Technologies
9	Conclusion

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.

Log on to SAM2002 Version 2.0

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 COMPUTER LITERACY

I. Catalog Description

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 and software. Emphasis is placed on the application of microcomputers, the use of

III. Detailed Course Outline

A. Introduction to Computing Systems 3 hours

- 2. Components of Computer Systems
- 3. Classification of Computer Systems

B. Microcomputer Hardware 3 hours

- 1. Microprocessors
- 2. Primary and Secondary Storage
- 3. Input/Output Components

C. Microcomputer Operating Systems 4 hours

- 1. Single-user, Multiuser, and Multitasking Operating Systems,
System Software, Languages, Translators, & Utility Programs

3. Advanced Features of Operating Systems

D. Major Applications

1. Word Processing 6 hours

6. Use of the Internet for Information Retrieval and Communications 3 hours
 - a. Fundamental Concepts
 - b. Basic Applications
- E. Other Personal Use Applications Software 1 hours
 1. Personal Financial Management
 2. Management Information Systems/Decision Support Systems
 3. Artificial Intelligence and Expert Systems (Basic ideas)
- F. Data Communications 2 hours
 1. Components of Data Communications Systems
 2. Diversity of Networks
 3. Electronic Library Catalogs and other Public Database Systems
- G. Impact of Computers on Society and the Individual 2 hours
 1. Computers in Business, Education, Government, Arts and Sciences
 2. Ethical considerations, social, psychological, political and economics
 3. Ergonomics, Green Computing.
- H. Information Assurance 3 hours
 1. Individual Privacy on the Internet
 2. Software Piracy
 3. Copyright, Cyberlaw

IV. Evaluation Methods

The final grade for the course will be determined as follows:

	Suggested Percentage
1. Projects. Five projects covering word processing, spreadsheets, database management, presentation graphics and electronic mail.	30 – 40%
2. Reaction papers to liberal studies textbook and book review. Library and Internet search and reaction to articles dealing with computer applications. A minimum of two reaction papers of this nature.	10 – 20%
3. Quizzes and homework assignments	10 – 20%
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%

Grading Scale:

Capron, H. L. Computers: Tools for an Information Age, Brief Edition, Prentice Hall Publishing, Copyright 2000, ISBN: 0-201-47660-6.

Cashman, Thomas J, Shelly, Gary B, and Vermaat, Misty E Discovering Computers 2001 Concepts for a Connected World. -Course Technology Publishing Copyright March

Long, Larry & Long, Nancy, Computers, 9th Edition, Prentice Hall Publishing, Copyright 2002, ISBN: 0-13-092991-3.

O'Leary, Linda I & O'Leary, Timothy J Computer Essentials, 1999-2000 Edition, Eleventh Edition, McGraw Hill Publishing, Copyright 1999, ISBN: 0-07-365556-2.

O'Leary, Linda I & O'Leary, Timothy J, Computer Essentials Brief, 1999-2000, McGraw-Hill Publishing Copyright 1999 ISBN: 0-07-365555-4

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

(not limited to these books)

Berners-Lee, Tim with Mark Fischetti,, Weaving the Web, HarperSanFrancisco Publishing,
Copyright, 1999, ISBN: 0-06-251586-1

Dushkin, CT, Guildford, Schellenberg, K Computers in Society (8th edition) McGraw-Hill.

Hafner, Katie & Markoff, John, Cyberpunk. Outlaws and Hackers on the Computer Frontier,
Published by Simon & Schuster, Copyright, 1995, ISBN: 0-684-81862-0.

Shimomura, Tsutomu, with Markoff, John, TakeDown, The Pursuit and Capture of Kevin
Mitnick, America's Most Wanted Computer Outlaw—By the Man Who Did It, 1996,
HarperCollins, New York, ISBN: 0-7868-0012-6

VIII. Magazines

Computer World

Internet World

PC Magazine

PC World

Wired

Yahoo!