Document:	Computer Technology for Communication in a Global Society Course Administration
Revised:	January 12, 2007
Course Title:	Computer Technology for Communication in a Global Society
Course Number:	CMSC 1053
Section:	CRN 20075 Monday, Wednesday, and Friday 10:00 – 10:50 a.m. MCS 119
Instructor:	Dr. Thomas R. Turner; Office: MCS 134; Work Phone: 974-5383, e-mail: trturner@ucok.edu

Office Hours:

Time	Monday	Wednesday	Friday
9:00 – 9:50 a.m.	Office Hours MCS 134	Office Hours MCS 134	Office Hours MCS 134
6:30 – 7:30 p.m.	Office Hours MCS 134	Office Hours MCS 134	
Time	**Tuesday**	**Thursday**	
8:30 – 9:30 a.m.	Office Hours MCS 134	Office Hours MCS 134	

Please make an appointment to visit me during my office hours.

Text:	Ferret, Robert L.; et al. *Go! with Microsoft ® Office 2003 : brief* 2nd Ed. Pearson Prentice Hall 2007 ISBN 0-13-187864-6
Prerequisites:	1. University of Central Oklahoma entrance requirements.
Programming Projects:	Sixteen (16) projects are assigned. Projects are due, in class, at the beginning of the class session. *You may turn in an project early if you know you cannot attend class on the day an project is due. If you cannot turn in an project in class put the project in my mailbox in the Computing Science Office, MCS 117.* **One-quarter of the value of the project will be deducted if the project is slipped under my office door.**

Course Scoring:

Task	Date	Value
Test 1	1-29	100
Test 2	2-19	100
Test 3	3-7	100
Test 4	4-4	100
Test 5	4-23	100
Projects	Table 2	250
Total		**750**

Grading:	**A**: 90% (675-750); **B**: 80-89% (600-674); **C**: 70-79% (525-599); **D**: 60-69% (450-524); **F**: 59% (0-449) and below.
Notice:	Beepers and cellular phones are prohibited in class.
Tardiness:	Students who arrive after roll is called may be prohibited from entering the classroom at the instructor's discretion.
Caveat:	This lecture schedule, programming projects and due dates, number and dates of tests are all subject to change. Changes are presented in dass **You** are responsible for the material presented in class.
Class Web Page:	The course administration and projects can be found on URL **http://www.comsc.ucok.edu/~trt/cs1053.html**
Student Disabilities:	Students with disabilities who require accommodations may contact Disability Support Services. **http://bronze.ucok.edu/disability_support/**

Excused absences: You need an excused absence to take a test or submit an assignment or report after it is due. Students are encouraged to attend every class but a student will not be asked to provide documentation warranting an excused absence unless the student wishes to take a test or submit an assignment or report after it is due. Excused absences are granted when the conditions of notification, qualification, and documentation are satisfied.

1. **Notification**.
    1.1. You *must* notify your instructor, *in writing*, *as soon as possible*, if your absence is cause for submitting an assignment or report after it is due, or taking test after it is given. Written notification is very important.
    1.2. Please notify your instructor *before* your absence whenever possible. Notification after an assignment or report was due, or after a test was given will be accepted only in emergency situations such as a *sudden*, *serious* illness.
    1.3. Please send a note to trturner@ucok.edu indicating the date of absence and your reason for absence.
2. **Qualification**. The following circumstances are accepted as valid reasons for excused absences:
    2.1. Travel considered part of the instructional program of the university; and requiring absence from class (e.g. field trips, research presentations, etc.)
    2.2. Invited participation in activities directly sponsored by and in the interest of the university (e.g. athletic teams, debate teams, dance company, etc.)
    2.3. Military obligation
    2.4. Serious illness or injury
    2.5. Death or serious illness in immediate family
3. **Documentation**. Appropriate documentation for absences is *always* required.

Table 1. Lecture Schedule

Lecture	Date	Topic	Text
1	1-8	Course Administration	Course Administration
2	1-10	Windows XP	pp. 1 – 57
3	1-12	Margin	
4	1-17	Internet Explorer	pp. 125 – 169
		Project p01 due.	
5	1-19	Margin	
6	1-22	Basic Computer Concepts	pp. 183 – 223
		Project p02 due	
7	1-24	**Project p03 due**	
8	1-26	Margin	
9	*1-29*	*Test 1*	*Introductory concepts*
10	1-31	Microsoft Word ®	pp. 231 – 287
11	2-2	Margin	
12	2-5	Formatting and Organizing Documents	pp. 315 – 375
		Project p04 due	
13	2-7	Graphics and Tables	pp. 315 – 375
		Project p05 due	
14	2-9	Margin	
15	2-12	Document Formats, Columns, Mail Merge	pp. 493 – 554
		Project p06 due	
16	2-14	**Project p07 due**	
17	2-16	Margin	
18	*2-19*	*Test 2*	*Microsoft Word ®*
19	2-21	Worksheets and Charting Data	pp. 493 – 554
20	2-23	Margin	
21	2-26	Designing Effective Worksheets	pp. 693 – 753
		Project p08 due	
22	2-28	Functions and Data Tables	pp. 785 – 828
		Project p09 due	
23	3-2	Margin	
24	3-5	**Project p10 due**	
25	*3-7*	*Test 3*	*Microsoft Excel ®*
26	3-9	Margin	
27	3-12	PowerPoint 2003	pp. 1135 – 1180
28	3-14	Creating a Presentation	pp. 1207 – 1239
		Project p11 due	
29	3-16	Margin	
30	3-26	Formatting a Presentation	pp. 1269 – 1314
		Project p12 due	
31	3-28	Tables in Word and Excel	pp. 1357 – 1363
		Project p13 due	
32	3-30	Margin	
33	4-2	**Project p14 due**	
34	*4-4*	*Test 4*	*Microsoft PowerPoint ®*
35	4-6	Margin	
36	4-9	HTML basics. Getting started, <p>, , <hr>, <i>, <b>, <h1>-<h6>, <dl>	Lecture 15
37	4-11	Intermediate HTML. links, images, tables, color	Lecture 16
38	4-13	Margin	
39	4-16	Advanced HTML. Forms overview	Lecture 17

Table 1. Lecture Schedule (continued)

Lecture	Date	Topic	Text
40	4-18	Margin	
		Project p15 due	
41	4-20	Margin	
42	*4-23*	*Test 5*	*HTML*
43	4-25	**Project p16 due**	
44	4-27	**Margin**	

Table 2. Projects

Project	Due	Value	Description
p01	1-17	15	Getting Started with Windows XP
p02	1-22	15	Getting Started with Internet Explorer
p03	1-24	15	Basic Computer Concepts
p04	2-5	15	Creating Documents with Microsoft Word 2003
p05	2-7	15	Formatting and Organizing Text
p06	2-12	15	Using Graphics and Tables
p07	2-14	15	Using Special Document Formats, Columns, and Mail Merge
p08	2-26	15	Creating a Worksheet and Charting Data
p09	2-28	15	Designing Effective Worksheets
p10	3-5	15	Using Functions and Data Tables
p11	3-14	15	Getting Started with PowerPoint 2003
p12	3-26	15	Creating a Presentation
p13	3-28	15	Formatting a Presentation
p14	4-2	15	Using Tables in Word and Excel
p15	4-18	15	HTML Personal Web Page.
p16	4-25	25	Library research: biography
Total		**250**	