

## CS 100-Computers and Society

Northeastern Illinois University  
Syllabus

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**Drop Date:** See the course schedule for the drop date

**Textbook:** *Discovering Computers Fundamentals 2005 Fifth edition*  
(isbn# 978-1-4239-2702-0) by Shelly Cashman.

<http://login.course.com/login/login.cfm?targeturl=http%3A%2F%2Foc%2Ecourse%2Ecom%2Fsc%2Fdcf5e%2Findex%2Ecfm%3F&appId=dcf5Product>

*Microsoft Office 2007* (isbn# 978-1-4188-4327-4) by Shelly Cashman.

<http://oc.course.com/sc/off2007/index.cfm?CFID=7594708&CFTOKEN=89764719>

### Supplemental Readings:

- “Equal Access to Computer, Computing Expertise, and Decision Making About Computers” By Deborah G. Johnson
- “Ethical Issues in Business and Information Systems” By Roy Dejoie.
- “10 Big Myths about Copyright Explained” by Brad Templeton.
- “The Social Impact of Computer-Mediated Voting” By Arnold B. Urken.
- “MP3: Legal and Ethical Issues” by Adam Powell.

**Prerequisites:** None

**Description:** This course provides an introduction to the history of computing and how computers have affected society. Furthermore, it covers the basic computer skills needed to be truly computer literate in modern society. Topics include history of computing, the social context of computing, ethical issues in computing, computer security and privacy, the impact of the Internet and the World Wide Web, and introduction to computer

architecture and operating systems, word processing, spreadsheets, Power Point and database systems.

**Note: The following highlighted text contains the instructions for the students who are enrolled in the Hybrid course setting.**

### **Computers and Society Hybrid course components**

**Course Description:** This course provides an introduction to the history of computing and computers' effected on society. Furthermore, it covers the basic computer skills needed to be truly computer literate in modern society. Topics include history of computing, the social context of computing, ethical issues in computing, computer security and privacy, the impact of the Internet and the World Wide Web, and introduction to computer architecture and operating systems, word processing, spreadsheets, and database systems.

**Delivery Format:** Web –Based Hybrid Course. This course will take place partly on the Internet through the use of the NEIU Blackboard course management system, and face-to-face sessions (i.e. scheduled class meetings every other week at El Centro) during the course of the semester.

### **Skills and Technology Recommendations**

All prospective students must:

- Have accessibility to a computer system with an internet connection that will allow them to read the assignments, and be able to submit their home work assignments.
- Be able to follow written instructions to complete the assignments and to read the learning units in the course.
- Be able to work at your own pace by following the course guidelines in Black Board.
- Be disciplined to complete assignments ahead of time (time management) and meet the dead line for submitting the assignments via Black Board.
- Be able to work on line for long periods of time to complete quizzes, tests and written assignments.
- Students have to be able to arrange their schedule to attend the class meeting as scheduled and required during the length of the course. (We will meet every other week)

- Be confident to contact the instructor via e-mail for help regarding the course content and assignments.
- Be able to check their e-mail and Blackboard announcements regularly.
- Be comfortable working with technology.
- Be able to complete the assignments listed in the Rubric Portfolio posted in BB

**Students will need easy and frequent access to a computer.**

**What hardware and software do I need to take an online or hybrid course?**

System Requirements	Windows		Macintosh	
	Minimum	Recommended	Minimum	Recommended
Operating system	Win 98 SE, Win ME, Win NT 6)	Win 200, Win XP, Win Vista	MacOS 8.6	MacOS 10 or higher
Processor	400 MHz Intel or AMD	800 MHz or faster Intel or AMD	300 MHz G3	800 MHz or higher G4
RAM	64 MB	256 MB	64 MB	256 MB
Monitor	800 x 600	1024 x 768	800 x 600	1024 x 768
Internet connection	56 kbps dial-up modem	Broadband connection (Cable, DSL or High-speed network)	56 kbps dial-up modem	Broadband connection (Cable, DSL or High-speed network)
Free hard disk space	500 MB	1 GB or greater	500 MB	1 GB or greater
Browser	Internet Explorer 5.5 or Firefox 1.0 (Java & cookies enabled)	IE 6 or Firefox 2.0 (Java & cookies enabled)	IE 5.2, Firefox 1.0 or Safari 1.1 (Java & cookies enabled)	IE 5.2, Firefox 1.0 or Safari 1.1 (Java & cookies enabled)
Other software	NEIU E-mail, MS Office (Word/Excel/PowerPoint), Adobe Acrobat Reader (Free), Anti-virus software			

**Where do students go for technology help?**

Students who have questions about their online/hybrid course should first contact their course instructor. Students needing other technology assistance should contact Student Computing Services at (773) 442-4390 or <http://www.neiu.edu/scs>.

## Class assignments and Instructions:

- Students will meet on the first day of class (as one of the sessions to be scheduled). An overview of the course syllabus and use of the Blackboard Management system will be discussed and reviewed.
- The lectures are essentially essays. Students will begin reading both on-line material and chapters in the textbook. Discussion Board topics regarding each unit might be posted in BB. In BB the students will be asked to start a new topic (also called a Thread) corresponding to a study unit. The students will be asked to write a two-page report regarding each topic.
- The course also emphasizes research and discussion (it forms 50% of the student's final grade), reading, and writing via BB. The student will be asked to write a two-page report regarding the topic assigned.
- Power Point presentations, links and additional readings will be available for students to use as supplemental instruction for the course. These include the textbook website.
- Student will take quizzes, practice tests, and review the checkpoints for each of the chapters in the Discovering Computers Textbook. Additional quizzes and tests will be posted in Blackboard Board by the instructor.
- Students will be assigned to complete the projects for each of the chapters in the Office 2007 textbook. This project will be instructed in class, and lab time and/or the Blackboards management system will be used to submit the assignments.
- The student will research various topics, and they will give an oral presentation at the end of the semester as part of their final exam. The students will use the power point application software for their presentation.
- The Syllabus Rubric posted in Blackboard includes the names of assignments, and the dead line to submit the assignments.
- On the Announcements and Assignments tabs of the Blackboard Management system the students will be informed weekly about the assignments due dates, and they will be able submit their work.

## Getting Started

### Step 1:

First day of class

- Class Orientation
- Syllabus review
- Class schedule ( We will meet every other week during the term)
- <http://neiu.blackboard.com/>ING& A OR STUENTS USING BLACKBOARD
- <http://www.neiu.edu/~etlt/bbstudent.htm>

This document provides critical information for all Blackboard (Bb) users at NEIU. Please read through this document to prepare for the spring 2008 semester. If you have any questions about NEIUport , NetIDs, e-mail, passwords or login procedures (including

logging into Blackboard, please call 773-442-4230. Student Computing Services provides technology assistance for NEIU students *Student Computing Services (SCS)* at (773) 442-4390. The University Computing Help Desk can be reached at (773) 442-HELP (4357).

## Step 2:

Textbooks

*Discovering Computers Fundamentals 2005 Fifth edition*  
(ISBN# 978-1-4239-2702-0) by Shelly Cashman.

*Microsoft Office 2007* (isb# 978-1-4188-4327-4) by Shelly Cashman

## Step 3:

- Challenges and advance planning to help the students to succeed in the course:

The writing assignment mentioned above might be a challenge for the students. The students who need additional assistance/tutoring in writing should visit the tutoring services at El Centro and at Main Campus.

## Hybrid course Definition:

Hybrid courses are most frequently used in college or other [higher education](#) courses. Institutions of higher education choose this delivery method for various reasons, including the following:

1. Hybrid courses appeal to the market of busy working adults who choose to complete their [college](#)-level education beyond their late teens and early twenties. Hybrid courses allow these adults to fit occasional class time into their busy schedule while completing the remainder of the course work over the internet.
2. Hybrid courses reduce pressure on [university](#) classrooms. The costs to build and maintain a university is high. Hybrid courses provide a solution to crowded classrooms, since much of the course work is completed on a [virtual campus](#).
3. They bring [students](#) together only where/when needed, allowing them to [self study](#) otherwise. For example, a [chemistry](#) course may require students to perform

[experiments](#) in a physical [laboratory](#); but the reading and writing of the course could be completed outside of the classroom.<sup>1</sup>

### Course Objectives:

At the end of this course, you will be able to do the following:

1. List the contributions of several pioneers in computing
2. Compare life before and after the advent of the computer and the Internet.
3. Describe positive and negative ways in which computing has changed interaction between people.
4. Describe the difference between correctness, reliability, and safety.
5. Distinguish among patent, copyright, and trade protection.
6. Discuss the legal background of copyright in national and international law.
7. Discuss the consequences of software piracy.
8. Summarize the legal bases for the right to privacy
9. Describe the components of a computer system and how they interrelate
10. Search library databases and databases on the web.
11. Capture and organize data in the way most appropriate for the application.
12. Use computer technology to analyze data.
13. Use computer technology to communicate and present conclusions.

### Student Responsibility:

#### Homework:

- **Written Assignments:** There will be 7 written homework assignments. Each will consist of one to two pages discussing either the topic covered in class or questions raised in class. These assignments will mainly be given in the first half of the semester.
- **Lab Assignments:** There will be 7 machine assignments applying the skills learned in the class: These assignments will mainly be given in the second half of the semester.
- **Project:** There will be a project, which will be done in groups of 2-4 students. You will integrate the technical material learned in the second half of the semester, and apply it to 1) research and issue related to the material discussed in the first half of the semester, and 2) present your findings to the class.

#### Exams:

- **Midterm Exam:** This will be an essay exam in which you will discuss and elaborate on topics covered in class.

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<sup>1</sup> [http://en.wikipedia.org/wiki/Hybrid\\_Course](http://en.wikipedia.org/wiki/Hybrid_Course)

- **Final Exam:** This exam will test the computer skills learned in class.

**Class Participation:**

Student participation in class discussion and research is encouraged and will count toward the final grade.

**Student Evaluation:**

**Percentage Determination:**

Midterm Exam	25%
Final Exam	25%
Project Power Point Presentation	25%
Homework and Lab Assignments	20%
Attendance/Class Participation	5%

**Grade Determination:**

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

**Academic Integrity Statement:**

Cheating and/or plagiarism will not be tolerated. Both of these will be dealt with strictly according to the guidelines in the Northeastern Illinois University Student Conduct Code.

**Course Outline:** Each numbered item represent about one week.

WEEK	Topics Covered
1	History of Computing <ul style="list-style-type: none"> <li>• Prehistory- the world before 1946</li> <li>• History of computer hardware, software, network</li> <li>• Pioneers of computing</li> </ul>
2	Social Context of Computing <ul style="list-style-type: none"> <li>• Introduction to the social implications of</li> </ul>

	<p>computing</p> <ul style="list-style-type: none"> <li>• Social implications of networked communication</li> <li>• Growth of, control of and access to the Internet</li> <li>• International issues</li> </ul>
3	<p>Professional and Ethical responsibilities</p> <ul style="list-style-type: none"> <li>• Community values and the laws by which we live</li> <li>• Maintaining awareness of consequences</li> <li>• Ethical dissent and whistle-blowing</li> <li>• Codes of ethics, conduct, and practice (IEEE.ACM, and so forth)</li> </ul>
4	<p>Risks and Reliabilities of Computer-Based systems</p> <ul style="list-style-type: none"> <li>• Historical examples of software risks</li> <li>• Implications of software complexity</li> <li>• Risk assessment and management</li> </ul>
5	<p>Intellectual Property</p> <ul style="list-style-type: none"> <li>• Foundations of intellectual property</li> <li>• Copyright, patents, and trade secrets</li> <li>• Software piracy</li> <li>• Software patents</li> </ul>
6	<p>Computer Crime</p> <ul style="list-style-type: none"> <li>• History and examples of computer crime</li> <li>• “Cracking” (Hacking) and its effects</li> <li>• Viruses, worms, and Trojan Horses</li> <li>• Crime prevention strategies</li> </ul>
7	<p>Economics Issues in Computing</p> <ul style="list-style-type: none"> <li>• Monopolies and their economic implications</li> <li>• Effect of skilled labor supply and demand on the quality of products</li> <li>• Pricing strategies in the computing domain</li> <li>• Differences in access to computing resources</li> </ul>
8	<p>Introduction to Computer Architecture</p> <ul style="list-style-type: none"> <li>• Input</li> <li>• Output</li> <li>• Storage</li> </ul>
9	<p>Operating System</p> <ul style="list-style-type: none"> <li>• Overview of DOS to Understand Windows</li> <li>• Disk and Files, Paths</li> <li>• Windows XP</li> </ul>
10	<p>Using Windows XP</p> <ul style="list-style-type: none"> <li>• Help</li> <li>• Notepad</li> <li>• Explorer</li> </ul>
11	<p>Word Processing</p>

	<ul style="list-style-type: none"> <li>• Creating and Editing a Word Document</li> <li>• Creating a Research paper</li> <li>• Creating a Resume and Cover Letter</li> </ul>
12	<p>Introduction to Spreadsheets Using Excel</p> <ul style="list-style-type: none"> <li>• Worksheets</li> </ul> <p>Charts More on Spreadsheets</p> <ul style="list-style-type: none"> <li>• Formulas, Formatting, and Web Data</li> <li>• What-If Analysis, Charting and Large Worksheets</li> <li>•</li> </ul>
13	<ul style="list-style-type: none"> <li>• Power Point <ul style="list-style-type: none"> <li>○ Select document theme</li> <li>○ Create title slide and text slides</li> <li>○ Copy elements from one slide to another</li> </ul> </li> <li>• Assignment Portfolio Presentation Students will be presenting their power point projects.</li> </ul>
14	<p>Databases</p> <ul style="list-style-type: none"> <li>• Theory of Relational Databases</li> <li>• Using and Searching Library Databases</li> <li>• Searching Databases on the Web</li> </ul>
15	<p>Database Management Systems</p> <ul style="list-style-type: none"> <li>• Creating a Database using Access</li> <li>• Querying a Database using Access</li> </ul>
16	Final Exam