

CS-103-01/02-4 Comp & Application Software

Instructor
(Office)
(Cell)
email

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Calendar

Aug 21	First Day of classes
SEPTEMBER 2013	
September 2	Labor Day
OCTOBER 2013	
October 1:	Chuuk State Constitution Day (Holiday)
October 14	Discoverer's Day (Holiday)
October 21	United Nations Day (Holiday in Chuuk)
NOVEMBER 2013	
November 1	All Saints' Day (Holyday in Chuuk)
November 4	FSM Independence Day (Holiday in Chuuk)
November 5	Service Day Cohort 2 (graduating cohort)
November 12	Service Day Cohort 3
November 19	Service Day Cohort 4 (First Year students)
November 27	LAST DAY OF INSTRUCTION FOR GRADUATING COHORT
November 28 – 29	Thanksgiving Holidays
DECEMBER 2013	
December 2 – 6	FINAL EXAM WEEK FOR GRADUATING COHORT
December 6	LAST DAY OF REGULAR INSTRUCTION
December 9 – 13	FOR COHORT 3 AND COHORT 4 STUDY WEEK FOR COHORT 3 AND COHORT 4
December 9	Baccalaureate Mass (10:00 am

December 10

December 16 – 19

Holy Family Church)
Commencement Exercises
(10:00am Gym)
Final Exams for Cohort 3 and
Cohort 4

Course information

Course Description:

This course will present an overview of some of the main types of work to be done on computers. The areas will include:

- Basic Computer Information
- The many computer and internet tools offered through Google
- Web design and sharing of documents
- Word document production
- Presentation oriented tools
- Graphics oriented tools available over the web
- Media tools available over the web
- Collaboration tools including document sharing
- “Cloud” tools
- Internet and computer ethics
- Communication tools, including blogging, email, video-conferencing etc.
- Data oriented tools, particularly those available on the web

Course Objectives:

The basic objective for the course is to provide basic skills of the digital technologies available to the students for their education and which will be required in their work environment. The exercises and assignments will be designed to give a basic ability to work with the digital technology that facilitates much of 21st century education, service, and business enterprises.

- Students will be able to produce basic office documents.

- They will produce web-based documents
- They will share documents and be able to collaborate on producing a document
- Through regular quizzes, they will demonstrate a basic knowledge about the digital environment we are working in

Textbooks, Supplementary Materials, Hardware and Software Requirements

Tutorials and exercises will be drawn from various web sites on the internet. Copies of these will be provided where needed in the *Shared Documents* area of eCollege. Reference to them will be given at the time of the assignments. Copies of the Grauer text are available at the school.

Grauer, R. T., Poatsy, M. A., Hulett, M., Krebs, C., Mulbery, K., & Mast, K. (2011). *Microsoft office 2010*. (Vol. 1). Prentice Hall.

Use will also be made of other resources. The students will not need to have these books, but information and exercises from them will be given to the students through eCollege. These additional texts include:

Newby, T. J. & Lewandowski, J. O. (2013). *Teaching and learning with Microsoft Office 2010 and Office 2011 for Mac*. Prentice Hall.

Covili, J. (2012) *Going Google; powerful tools for 21st century learning*. Corwin.

Wilen-Daugenti, T. (2009) *.edu; technology and learning environments in higher education*. Peter Lang

Students will need a flash drive (or other external storage device) to store homework and special projects.

I am asking that each student have a gmail account (Google). These are freely available and we will cover it in the opening classes.

Course Website address:

Access the course materials and assignments at: <http://chaminade.ecollege.com>

The class website is at: <https://sites.google.com/site/cs103fall2013/>

Hardware and Software Requirements:

The students will have access to the computer lab at the school, and we hope that all of the technical requirements will be able to met there. We recognize, however that both the school and this course are still under development.

Assessment and Grading

Grading Scale:

GRADE	PERCENTAGE
A	90 or >
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Course Ground Rules

A reiteration and emphasis of certain rules and course expectations. For example: participation is required; expected to communicate with other students in team projects; learn how to navigate in eCollege; keep abreast of course announcement.; use the assigned college or university e-mail address as opposed a personal e-mail address; address technical problems immediately; observe course netiquette at all times.

Discussion groups

Students must actively participate in threaded discussion events. No credit will be given for participating in a discussion thread after it has closed. Each student will be expected to respond to at least **two** other students in any single discussion. Students are expected to communicate with the instructor as a learning resource. Students must check the course bulletin board frequently for announcements.

- Review the discussion threads thoroughly before entering the discussion.
- Try to maintain threads by using the “Reply” button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other’s ideas.
- Be patient and read the comments of others thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Academic Honesty:

All university policies regarding academic honesty apply to this class. Cheating and plagiarism will result in an automatic failing grade and immediate notification of the Academic Dean or appropriate Department Head. Plagiarism includes (but is not limited to) writing a paper, which

includes information, statistics, passages or quotes from another source without properly identifying the source. This is a serious offense. If you are unsure about what plagiarism is, please consult your instructor OR any faculty member OR a university librarian.

Email:

- Use the Chaminade email account provided.
- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

Other important information

Library

There is a considerable wealth of valuable information, tutorials, and guides available at the Chaminade library which can be accessed at <http://www.chaminade.edu/library/>.

Students With Disabilities

It is the student's responsibility to self identify with the Director of Personal Counseling in order to receive accommodations. Only those students with appropriate documentation will receive services. Initial contact should be made with the staff at the school in Chuuk. For further information contact the Director of Personal Counseling at (808) 739-4603 or email: jyasuhar@chaminade.edu.

Technical Support

There are various levels of help available to us. There will be adult and student assistants at the school in Chuuk. Most technical questions should first be directed to them. The Chaminade eCollege helpdesk is available at: helpdesk@chaminade.college.com, or call toll free at: (866) 647-0654. eCollege Account Support Call 808-739-8327 or email jnakason@chaminade.edu.

Core Academic Beliefs

The faculty of Chaminade University of Honolulu pledges our commitment to the five Core Academic Beliefs. These beliefs are grounded in the Marianist tradition. We pledge to you:

- An Education for formation in Faith
- An Integral and Quality Education

- An Education in the Family Spirit
- An Education for Service, Peace and Justice
- An Education for the Adaptation and Change.