

WELCOME TO METHODIST COLLEGE AND CSC100

CSC100 is a 3 semester hour college level introduction to computers for non-computer majors. I will introduce you to the world of computers. You will be learning the basic ideas and technology of computers from a qualitative point of view. These concepts will help you to make informed judgments about computer related issues in your academic, working, and private life, and as a citizen. You will gain experience in using a networked personal computer and you will use office productivity software.

The first purpose of education is to acquire wisdom. The second purpose is to acquire knowledge and skill. In addition to examining technology itself, we will also look at the implications of its use.

It is important for you to be in the right course. If your interest is solely in learning to use a word processor and other software, and you are not interested in the principles of computers, this is the wrong course for you.

I want you to succeed in your college career. Here are some points of academic life that will help you. If you are not an experienced college student, or are not routinely making a B in most of your courses, you need to read "Success in College". A link to it is found on our course web site. Those guidelines work. They take effort. I cannot guarantee you will be an "A" student if you follow them, but I know you will be a better student if you do follow them than if you do not follow them.

Exercise good judgment when talking in class. I do not mind if you make occasional comments to a fellow student sitting next to you. If your talking is not on the class topic and distracts the class, I will ask you to stop.

You may bring beverages and snacks to lecture rooms, but not to computer labs. Please clean up after yourself.

You do not need my permission to come to class late, leave class early, or go to the restroom. If you know in advance that you may need to exit during class, sit where you can leave without walking in front of the rest of the class or disrupting the concentration of others. On exam days, leave the most accessible seats open for people who come late. That way, you will not be disturbed when they enter the room.

You must be able to read 6-point Times New Roman (6 point Times New Roman) font used in lab manual illustrations. You must be able to press keys on a standard computer keyboard. You must be able to hear the instructor. You must be able to see writing on a chalk or marker board from where you sit. If you ask questions, you must speak loudly enough to be heard, or ask your questions in writing.

If you have a disability, please contact the Director of the Academic Development Center at **630-7033** as soon as possible in order to make the necessary arrangements.

Academic excellence requires concentrated effort. The amount of effort needed varies by the individual. No one will time you. "As a general guideline, the time required outside of class is approximately three times the in-class time. Thus, a unit that is listed as

requiring 3 hours will typically entail a total of 12 hours (3 in class and 9 outside)."¹ A course with 40 hours of meetings should demand an additional 120 hours outside of class.

Grade	A	B	C	D
Time (hours)	3	2	1	0.5

Read the material before class. Come with questions about material you did not understand. Listen with all your concentration. The lecture will answer many of your questions. Ask your unanswered questions. After the lecture, go home and review. You may tape record the class. You must not keep my mistakes secret. In addition to telling classmates, also tell me so I can make correction(s).

Label all homework and lab assignments with your name and date. Label homework with the chapter number. Label lab work assignments from the lab manual with the page number. Turn in homework when you enter the classroom. Do not do homework during class.

The lab manual gives step-by-step instructions. You should go through the lab manual carefully and not skip steps.

Review the Methodist College Catalogue regarding cheating, plagiarism, and academic misrepresentation.

Your college grades are very important. They measure your mastery of a body of knowledge, and your ability to set and achieve goals. Good grades are necessary for admission to graduate school and selection to major corporate job positions. Work hard and sacrifice now to live better later.

Past History: While experience will make grasping some concepts easier, the ability to get a good grade appears to not depend upon previous experience in using application programs or the Internet. Doing all homework when assigned is highly correlated with good grades on exams. This, together with completing all assigned lab work and the term paper is highly correlated with earning a good course grade.

There is a web site for this course that will be useful to you if you miss class, need to check your notes, see homework solutions, check the syllabus and topic schedule, or gain additional information. Grades and homework completion will be posted on this site using a code. The code can be changed to one you give me. The course web site also has links to writing guides that will be helpful for doing term papers and reports.

The Course Web Site is: http://www.geocities.com/curtis_caldwell
Scroll down to "Course Index". This is often about half way down the web page. Take the link to "Introduction to Computers Methodist College CSC100". The publisher also has a web site that goes with the text: <http://www.scsite.com/dc2004>. **CAUTION:** Make sure you type **scsite**, not **scite** (only one **s**)! Otherwise, you might be taken to a hard core porn site. The publisher has no control over this. Some students have found the "Checkpoint" page on the web site helpful.

¹ ACM Computing Curriculum 2001, Appendix B, Course Descriptions, Fundamental Concepts (15 December 2001) retrieved from <http://www.computer.org/education/cc2001/final/appb.htm> 13 Aug 2003.