NORTHEASTERN STATE UNIVERSITY

College Of Science & Health Professions
Department of Mathematics and Computer Science
Tahlequah, OK

INSTRUCTOR:

Jamie Stocks, Coordinator of Microcomputing Services; Adjunct Professor. Office: NET 318.
Office Hours: M-F 8-5
Telephone: 918-444—5812 or Ext. 5812 from on campus
FAX: 918-458-2347
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COURSE TITLE AND NUMBER
CS 1003 Computers in Modern Society

CLASS DAYS & TIME:
6:55 p.m. or 8:20 p.m. Tuesday and Thursday

PREREQUISITES:
NONE

CATALOG DESCRIPTION OF COURSE:

The major focus of this course is the use of personal productivity software and Internet technologies to enhance the quality of learning and application of these technologies in ones chosen field of endeavor. This course will cover the basic concepts of computer usage and its impact on society. Fundamentals of how the computers work--hardware, software, and World Wide Web; applications using word processing, electronic spreadsheets, database, Internet, and the impact of computing technology on society will be covered.

COURSE PURPOSE:

The goals of this course are to:

(1) Provide basic understanding of the principles and functioning of digital computers, software, and hardware.
(2) Familiarize the student with the applied computer usage tools so that the student can gainfully employ the power of computers to his/her field of endeavor; We will study various components -- Word Processing, Spreadsheet, Database, etc. of Microsoft office.
(3) Provide awareness of the current technology trends, innovations, and practices in the field of computing; We will study the Internet and World Wide Web.

INSTRUCTIONAL MATERIALS: *(Required Textbook)*
The Pearson Custom Program for CIS CS 1003
The Pearson Custom Program for CIS Exploring – Getting Started with Windows XP

INSTRUCTIONAL PROCEDURES:

GENERAL:
This class is organized as follows. I will lecture and demonstrate in class, the operation of various packages. You are expected to review the class demonstration in the lab and do the homework, quizzes, and exams in the lab. The lab assistants will help you or you may bring your questions to me. The lab assistants will not do your homework, quizzes, or exams. Do not bring food or drink in the class.

ASSIGNMENTS

You are responsible for the material covered in the class lectures and the assigned reading material. I suggest that you do the review questions at the end of each chapter.

STUDENT EVALUATION:

Examinations: 4 X 100
Final: 200 points
Homework: up to 10 assignments X 25

GRADE ASSIGNMENT

Percentage points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
< 60	F

Makeup exams are given if discussed with me before the regular exam time.

ADA COMPLIANCE:

If any member of the class feels that he/she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the University's Office of Student Affairs to provide reasonable accommodations to ensure that you have a fair opportunity to perform in the class. Please advise the instructor of such disability and the desired accommodations at the first class attended.

INCLEMENT WEATHER/DISASTER POLICY:

The following are the basic premises for the inclement weather policy at Northeastern State University:

1. Classes are expected to be held if at all possible.
2. It is the student's responsibility to receive the information when weather is questionable.
3. Neither students nor faculty are expected to risk life or limb.
4. Faculty members are obligated to hold classes if the University is not closed, unless the faculty member is unable to get to campus.

Policy: During times of inclement weather, decisions concerning day classes will be made by 6:00 a.m. in order for the media to be notified and for students to receive the announcement before the leave home. Decisions concerning night classes will be made by 3:00 p.m.

The following media will be notified regarding closing of the campus:

Radio Stations:		**Television Stations:**	
KRMG 740 AM	Tulsa	KJRH Channel 2	Tulsa
KAYI 107 FM	Tulsa	KOTV Channel 6	Tulsa
KTLQ 1350 AM	Tahlequah	KTUL Channel 8	Tulsa
KEOK 102 FM	Tahlequah	KFSM Channel 5	Fort Smith
KBIX 1490	Muskogee	Cable Channel 96	Tahlequah
KMMY 97 FM	Muskogee		
KVOO 1170 AM	Tulsa		

The automated attendant message on 918-456-5511 will be modified to include information concerning campus operations during inclement weather.