HU 2644 - Introduction to Computer Applications

HU2644 Course Description

HU2644 is designed to acquaint students with learning how to learn software. It presents students with the basics of computer hardware and how computers deal with information. The course explores many facets of software use so that in addition to developing skills using different applications, students also have opportunities for developing a critical awareness of how software can shape its users and its uses. Students may learn how to "burn" CD's and compile all of the course projects onto a CD of their own.

Course Goals

By engaging with the material of this course, you will:

• be presented not just the 'know-how' but the 'know-why' for various softwares
• develop an understanding of the functions of a computer
• discover the similarities and differences between different software applications
• look at some of the various strategies used by software designers
• learn to apply several different software applications to one project
• approach new softwares with pleasure and grace instead of anger and frustration
• acquire skills for articulating a critique of software from user perspective
• learn strategies for learning to learn new software

Syllabus

HU2644 - Introduction to Computer Applications - Fall 2001 - Michelle Trim
Required Materials:

100MB zip disk

Online Modules

Instructor Information:

Office - Walker 314, phone - 487-3237
course website - http://www.hu.mtu.edu/~mdtrim/courses/hu2644
Email - mdtrim@mtu.edu office hours - Mon & Wed 10am-12pm & by appointment

Course Policies*

Attendance - You will be allowed 3 unexcused absences this semester. Each unexcused absence beyond that will lower your final grade by one full letter. That means you are allowed three missed classes in the event of illness, family obligations, scheduling conflicts or other non-life threatening aspects of everyday life. Missing a class does not mean you get an automatic extension on due dates. If you have questions, come see me. I can be flexible in advance, but will have little mercy after the fact.

Since part of the course involves developing learning strategies that work best for you, there will be days where class will not be held and days where you will be expected to attend group sessions in lieu of attending class. Always consult your course calendar in arranging your schedule. Attendance will not be taken on lab days but you are each responsible for assessing your learning needs. Missing a lab day when you know you need extra help is not a successful learning strategy. The consultants in the lab are there to assist you with any technical issues you may encounter; however, they do not have specific information about this course, its policies or requirements.

Class Participation - Ten percent of your final grade will be determined by your class participation. I define class participation as coming to class prepared, contributing to the general discussion, and helping to maintain a positive learning environment. Basically, everyone begins the semester with a perfect class participation score. This score can be lowered through tardiness, disrespectful behavior to other members of the class, and arriving to class unprepared for the day's scheduled activities. One way to look at this is as an opportunity for a very easy 'A' that carries the weight of 1/10th of your final grade.

Grading - The final grade for this course is calculated based on the following percentages:

- 10% Class Participation (includes demonstrated teamwork attitude)
- 60% Modules (approx 17)
- 15% Final Portfolio/Project
- 15% Reading Responses, Software Critiques and Group Work

YOU MUST COMPLETE ALL MODULES TO PASS THIS COURSE.

Group Work - You will be assigned to a ‘team’ by the second day of class. These teams are
intended to function as both groups for in-class activities and as study groups. We are going to try something a little different here in that you will be collaborating on developing learning strategies for new software. These groups will also be the primary vehicle for developing and discussing the critical points we will raise in attempting to develop an understanding of the kinds of effects, constraints, and social implications of different software packages.

Presentations and Assignments – All written work, unless otherwise specified in class, is to be typed and readable. Remember that the reading responses have an audience that includes your classmates.

Absences on days when you are scheduled to give a presentation or continue group work will result in deductions to your class participation grade in addition to not earning credit for the assignment. These days are scheduled commitments to the class. Missing your presentation day lets the entire class down and endangers your own potential for success in this course. By the same token, late papers will not be accepted unless specific arrangements have been cleared with me in advance. Missing class on a due date will not allow you an extension on that assignment.

Non?sexist Language - Because the texts you produce in this class are public, I require that the guidelines established by the NCTE regarding non?sexist language be followed at all times. You may view these at the following URL: http://www.ncte.org/positions/nonsex.html

Web Access - I frequently use the web as both a tool for communicating with you and as a resource for the course. You will be expected to have an email address where I can reliably send you messages and there will be times when you will be required to look at a particular web site as part of a homework assignment. I do not expect everyone to own a PC, but I do expect all of you to have learned what computing facilities are available to you as students on campus. We will meet in the CCLI regularly but you will most likely need additional computer access several hours a week to complete coursework. If you have any questions or concerns about web access, come see me.

University Policies

Plagiarism - MTU'S Academic Integrity Policy defines plagiarism as "knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation." This includes everything from copying papers, passages, or ideas from both print and electronic media. Harvesting the web for material is the easiest form of plagiarism to catch so be forewarned. There will be no verbal warnings or second chances. If you have questions about an issue or how to cite something properly, simply ask. There are a variety of resources available to you as a student on this campus including the Writing Center in Walker 107.

Learning Disabilities - If you have a disability and need reasonable accommodation for equal access to education and services at MTU, please contact Dr. Gloria Melton in the Dean's Office (phone: 7-2212). I am happy to make whatever accommodations I can.

Discrimination and Harassment – MTU's Policy on Discrimination and Harassment MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act (ADA) of 1990. For other concerns about discrimination, you may talk with your teacher, your advisor, a department chair, or the Affirmative Action
Officer (phone: 7-3310). These policies extend to all areas of the course, including class listservs, group activities, and course related activities outside of the classroom.