CS 20: COMPUTER APPLICATIONS & GLOBAL SOCIETY is designed to introduce college students to “tried and true” computer applications. The included applications have been selected for several reasons:

They are in the process of transforming both domestic and global society and have already done so to a significant degree.

Competence in using these applications will enhance students’ research and presentation skills at Earlham.

Familiarity with these applications will serve as an important “leg up” for developing competence with related applications.

Today’s employers are looking for individuals who possess competence in using these applications.

What Applications?

So what are the applications and skills that will be taught in the course? Students will be introduced to the following:

Windows 95 (an operating system)
Netscape Communicator (an Internet browser plus)
Microsoft Excel (a spreadsheet program)
PowerPoint (software for making computer drawings and graphic presentations)
HTML (the language behind the World Wide Web)
Eudora (a mailer)
Image editing software
Liberal arts thinking about the role of computers in society
How Will Students Learn this Material

Class time will be devoted to demonstrations and lab practice. Out of class assignments will reinforce skills practiced in labs. Demonstrations will be made using the same tools that students are developing competence in. Some course materials may also be available on the Web for review outside of class. One of the characteristics of the information technology revolution is that students and professors have expanded access to many skills and many resources. As a result, each of us will have opportunities in class to teach the rest of us. If you know how to do something that others don’t, by all means share it!

How Will Students Be Evaluated?

Attendance/Daily Lab Work 100 points
Online Discussion Group 175 points
Spreadsheet Quiz 175 points
PowerPoint Project 175 points
HTML Project 200 points
Quiz on HTML and FTP 175 points

TOTAL 1000 points

Course Materials for Purchase at Bookstore

Two Zip disks

Course Schedule (Subject to Revision)

1/09 Overview: Following Sequential Instructions 101
1/11 File Management: Download and install Eudora Light and Netscape Image
1/16 Browsers, Search Engines, Online Databases
1/18 Wordprocessing: Debugging a Paper
1/23 Excel: Worksheet Basics
1/25 Excel: Using Functions
1/30 Excel: Using Functions continued
2/01 Excel: Introduction to Charts
2/06 Excel: Charts continued; Formatting
2/08 Excel: Introduction to Databases
2/13 Excel: Quiz
2/15 PowerPoint: Text and Tables
2/20 PowerPoint: Graphical Objects
2/22 NO CLASS
2/27 PowerPoint: Images

Any student with a documented disability (physical, learning, psychiatric, visual, and/or hearing) who needs to arrange reasonable accommodations must contact the instructor and Academic Support Services at the beginning of the semester.
Computers present us for lots of food for thought. Unfortunately, if you look around you, you will see that our classroom is not designed for conversation. For this reason, we will “talk” about issues related to computers and society online.

Each student in class will be assigned to an online discussion group by January 11. Each group will have approximately 5 students in it. In the group, your assignment will be to make one or two postings per week related to the required readings in *Computers in Society*. You will be assigned to begin the group discussion on the reading several times during the semester. On weeks when you do not begin the conversation, your responsibility is to respond thoughtfully to the words and ideas of the student who did begin. These postings do not need to be long, 100 to 150 words is sufficient. They should, nonetheless, be provocative.

The last page of the text, p. 228 “AE Article Review Form” contains specific ideas about how to begin a conversation about the articles in question. The Key Points to Consider at the beginning of every unit (e.g., on p. 6) also contains suggestions for beginning or responding to a conversation.

By the date listed below, your small group must complete its online discussion of the following articles:

1/16 Articles 18 and 19
1/23 Article 1
1/30 Articles 8 and 9
2/6 Articles 12 and 13
2/13 Article 30 and 33
2/20 Articles 14 and 15
2/26 Article 29
3/6 NO ARTICLE THIS WEEK
3/13 Articles 5 and 24
3/20 SPRING BREAK
3/27 Articles 23 and 36
4/3 Articles 16 and 17
4/10 Article 7
4/17 Articles 40 and 42

Several times during the semester we will have “Guest Posters,” experts in certain aspects of computers and society who will join your online discussions.

You will be graded on the regularity and thoughtfulness of your posts.